

# North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

## Balance of State CoC Regional Lead Job Description 2011

The Regional Lead, among other duties listed below, serves on the [Steering Committee of the BoS CoC](#) and is the voting member for [the Regional Committee](#) on the NC BoS CoC Steering Committee. The Regional Lead serves as the liaison between the BoS CoC and the Regional Committee and represents the Regional Committee in all matters pertaining to the BoS CoC.

Each Regional Committee should elect (or if already elected, re-approve) a Regional Lead during its January or February meeting. An email of the Regional Committee minutes denoting the election or re-approval of the Regional Lead should be sent to NCCEH at bos@ncceh.org.

### **Responsibilities of the Regional Lead include (but are not limited to the following):**

Attend BoS Steering Committee Meetings	Monthly - First Tuesday at 10:30 AM
Communicate BoS Steering Committee information to local partners	Ongoing
Ensure that Regional Committee holds regular meetings	Monthly
Recruit partners to attend Regional Committee meetings <ul style="list-style-type: none"> <li>• Encourage broad-based participation in the Regional Committee meetings to enhance the efforts of the NC BoS CoC</li> </ul>	Ongoing
Submit Regional Committee meeting agendas and meeting minutes to NCCEH (submit to <a href="mailto:bos@ncceh.org">bos@ncceh.org</a> )	Monthly
Ensure Regional Committee members and participants complete the <a href="#">BoS CoC Contact Sheet 2011</a> and provide the NC BOS CoC an accurate listing of member agencies and services provided	Ongoing
Assist NCCEH in the collection of information and reports from Regional Committee grantees <ul style="list-style-type: none"> <li>• Encourage high Annual Performance Reports (APR) and HMIS performance by member agencies</li> <li>• Ensure timely receipt of Quarterly Performance Reports (QPRs) and Annual Performance Reports (APRs) to NCCEH</li> </ul>	Ongoing
Ensure a member of the Regional Committee is appointed to the CoC Scoring Criteria Committee, Project Review Committee, and any other <a href="#">applicable BoS subcommittees</a>	Annually
Coordinate local <a href="#">Point in Time Count</a>	January 2011
Submit PIT Count <ul style="list-style-type: none"> <li>• Provide the NC BOS CoC an accurate Point in Time Count and bed inventory count from each member agency of the Regional Committee</li> </ul>	February 4 <sup>th</sup> 2011

This form can be found online: <http://www.ncceh.org/BoS/>