

GREATER NASHUA CONTINUUM OF CARE GOVERNANCE CHARTER

2023

Greater Nashua Continuum of Care (GNCOC) Governance Charter

1. Mission, Vision, and Purpose

The mission of the Greater Nashua Continuum of Care (GNCOC) is to provide a coordinated and sustainable system of care to individuals and families who are homeless or at risk of homelessness within the GNCOC service area, with the goals of preventing and ending homelessness.

The vision of success for the GNCOC is of a community where homelessness no longer exists. In this community there would be an ample supply of safe, affordable, permanent housing and the supportive services that each individual and family may need to prevent homelessness and achieve greater self-sufficiency.

This governance charter outlines the GNCOC's roles, responsibilities, and voting process. The charter's purpose is to guide the governance operations and decision-making process in order for the GNCOC to advance its mission and vision. This governance charter also outlines and assigns responsibilities for operation of the Continuum of Care (CoC) as required by the U.S. Department of Housing and Urban Development (HUD). The GNCOC is the regional planning body for this service area responsible for meeting the goals of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act): Continuum of Care Program outlined in 24 CRF Part 578, the CoC Program Interim Rule.

2. GNCOC Service Area

The cities and towns that comprise the service area for the Greater Nashua Continuum of Care are: Amherst, Brookline, Hollis, Hudson, Litchfield, Mason, Merrimack, Milford, Mt. Vernon, and Nashua

3. GNCOC Membership

(1) General Membership: GNCOC general membership is open to all stakeholders interested in working to prevent and end homelessness in the GNCOC service area. Members are welcome to attend General Membership meetings ("general meetings") or any relevant committee, subcommittee or other local planning meetings. This would include but not be limited to all recipients and sub-recipients of HUD funded CoC and Emergency Solutions Grant projects, individuals with lived experience, nonprofit housing assistance providers, local property managers,

victim services providers, faith-based organizations, other state and local government officials, businesses, policy advocates, public housing agencies, school district personal, social service providers, mental health providers, hospitals, universities, affordable housing developers, youth serving organizations, and local law enforcement. Members are welcome to attend General Membership meetings (“general meetings”) or any relevant committee, subcommittees, or other local planning meetings.

(2) General Membership - Voting Members: Anyone who is interested in working to prevent and end homelessness in the GNCOC service area may be a voting member of the GNCOC so long as the individual or a representative from the organizational entity has attended at least six (6) general meetings per year and meets the other criteria below. The voting opportunities for the general membership are limited to: Election of Officers, General meeting minutes and adjournments, Approval of the Governance Charter, and all other items as deemed necessary by the Executive Committee.

Organizational entities are limited to one vote per organization. Members of the organization will decide which participating member would have voting ability.

An individual, who is not employed by or otherwise representing an organization that participates in the GNCOC, would vote as an individual.

(3) Voting: Generally, voting at general meetings will be by consensus. If a formal vote is needed, no minimum quorum needs to be present for a vote to be taken. Simple majority of voters present will determine the outcome of a vote.

(4) Solicitation for new members: All GNCOC Members are ambassadors for the GNCOC to seek new members and encourage participation. GNCOC meetings are public meetings that are included in the City’s published calendar as well as listed on the GNCOC website with a standing invitation to attend and participate in the general meetings of the GNCOC.

(5) Approval of the Governance Charter: The General Membership will review and approve the Governance Charter annually at the August general meeting based on the following process:

- GNCOC members will propose any amendments to the Governance Charter by the June general meeting
- The Executive Committee will review and present a revised Governance Charter at the August general meeting for final approval.

(6) GNCOC Membership Year: The year for purposes of the GNCOC will run from January 1- December 31

(7) Meeting Frequency: General meetings of the GNCOC will take place monthly, or at a minimum seven (7) times per year.

(8) General Membership Responsibilities: The GNCOC General Membership will:

- Vote to approve the Governance Charter annually at the August meeting (see Section 3(5) above);
- Vote to approve the roster of Executive Committee members and officers at the December meeting (see Section 4(5) for process);
- Assist in cultivating new members for the GNCOC;
- Receive reports and recommendations from the Executive Committee, subcommittees, and work groups;
- Provide recommendations to the Executive Committee to help with CoC planning and decision-making;
- Represent the voice of the community in regards to preventing and ending homelessness.

4. GNCOC Executive Committee

The GNCOC has created a governing board to act on behalf of the Continuum of Care, hereafter called the Executive Committee. The GNCOC Executive Committee is the lead decision-making body responsible for planning for the use of U.S. Department of Housing and Urban Development's HEARTH Act CoC resources and coordinating related activities regarding homeless prevention, homeless services and homeless housing activities and programming.

(1) Executive Committee Membership: The Executive Committee shall be composed of 10 to 18 voting member organizations (or number of members can vary depending on the need within our community board), to include:

- Person(s) with Lived Experience, including:
 - A representative from the People with Lived Experience Advisory Board
 - A representative from the Youth Action Board
 - One or more other people with lived experience.
- CoC Recipient and/or Subrecipient Agencies
- City of Nashua
- ESG Subrecipient
- Domestic violence service provider
- Other agencies operating emergency shelters and/or transitional housing for homeless individuals and/or families within the GNCOC service area who are not already represented
- Veteran services provider
- HMIS Administrator (non-voting member)
- GNCOC Coordinator (non-voting member)

Executive Committee membership may also include other GNCOC stakeholders, such as from:

- Other jurisdictions
- Business community

- Public Housing Agency
- Faith-based organizations
- School department
- Other service providers
- Other stakeholders to help ensure representation of major subpopulations within the homeless population served by the GNCOC

(2) Terms of Membership: Executive committee terms run from January 1-December 31. Executive Committee members will serve for a minimum of two years; their terms may be renewed by mutual agreement without limitation.

(3) Executive Committee Officers: The Executive Committee will have the following officers whose terms will run for two years from January 1-December 31. Terms may be renewed once for up to two consecutive terms.

- **Chair:** The Chairperson shall lead Executive Committee business and convene and chair both the Executive Committee and GNCOC general meetings. If there are co-chairs, terms will be staggered so both co-chair seats do not turn over in the same year. (Job Description: Addendum B)
- **Vice Chair:** This officer will serve as backup to the Chair and will assume those responsibilities when the Chairperson is not available to do so or the seat is temporarily vacant. (Job Description: Addendum B)
- **Clerk:** This officer will take and keep minutes of all meetings of the Executive Committee and General Membership. The Clerk position may be filled by the COC Coordinator as long as the COC Coordinator position exists through HUD funding (Job Description: Addendum B)

(4) Executive Committee Selection Process: Members and officers will be selected using the following process:

- In advance of the October general meeting, every two years, the General Membership will be notified of any seats to become vacant as of January 1
 - The GNCOC will seek nominations for the Executive Committee by publicizing at general meetings and via email notices and other solicitations
 - At the November Executive Committee meeting, the Executive Committee will vote on a roster of Executive Committee members and officers for seats to be filled. It will seek to ensure that this roster includes members to represent major subpopulations within the homeless population served by the GNCOC
 - At the December general meeting, the General Membership will give final approval to the roster of Executive Committee members and officers
 - Newly elected Executive Committee members and officers will begin their terms on January 1
- See addendum for current roster of Executive Committee members and officers.

(5) Removal/Vacancies: Members that fail to attend regularly scheduled meetings shall be subject to removal from the Executive Committee by majority vote of the Executive Committee if they attend fewer than 50% of meetings in one year. An Executive Committee member may also resign membership by providing written notice to the Chair. A majority of the Executive Committee may remove a member of the Executive Committee for cause deemed sufficient by a 2/3 majority of members. Vacancies on the Executive Committee between election periods will be appointed by the Executive Committee.

(6) Executive Committee Responsibilities: The Executive Committee may designate GNCOC planning staff, subcommittees, or other representatives to assist with carrying out some of the tasks listed below. It may also seek input and recommendations from the General Membership when making decisions.

Specific responsibilities include:

Coordination and Planning:

- Provide overall direction and leadership to the GNCOC planning process;
- Present reports to the General Membership of Executive Committee business including of any formal decisions and votes;
- Make all formal decisions required by HUD of the GNCOC;
- Set goals and strategies to prevent and end homelessness within the GNCOC service area;
- Align and coordinate HUD CoC and other homeless assistance and mainstream resources;
- Approve the Collaborative Applicant and HMIS Lead;
- Present for General Membership's annual approval of a revised Governance Charter;
- Approve GNCOC letters of support and other day-to-day business;
- Ensure appropriate and necessary community representation at GNCOC General Assembly and Executive Committee meetings;
- Other actions as deemed necessary by the Executive Committee and/or HUD.

CoC and ESG Resources:

- Receive HUD CoC monitoring and evaluation information regarding system wide and individual program performance on established goals, and evaluate project performance;
- Consult with ESG recipients and subrecipients operating ESG projects within the GNCOC geographic area on the plan for allocating ESG funds, evaluating the performance of these ESG projects, and reporting to HUD;
- Ensure the development of the CoC Consolidated Application;
- Approve a process to review and rank CoC projects using selection criteria that are made publicly available;
- Give final approval to the CoC Consolidated Application that is submitted to HUD.

Executive Committee, General Membership, and Subcommittees/Workgroups:

- Select officers for the Executive Committee;
- Set agenda for general meetings of the GNCOC;
- Appoint subcommittees and workgroups as needed to perform the functions of the GNCOC; and eliminate these groups when no longer needed;
- Receive reports and recommendations from subcommittees and work groups as requested;
- Invite and outreach to new members for the GNCOC general meetings.

Written Standards and Coordinated Entry

- Develop and implement written standards for providing CoC assistance, including for ESG program funds in consultation with ESG recipients;
- Ensure a coordinated entry system is implemented according to HUD's requirements.

HMIS, Data, and Gaps Analysis

- Ensure that the CoC conducts the Point in Time Count of Sheltered and Unsheltered as required by HUD and a gaps analysis that includes the Housing Inventory Chart;
- Work in collaboration with the HMIS lead Agency and System Administrator to ensure all HMIS requirements in the NH HMIS Policy and Procedure Manual are met;
- Request and analyze the data necessary to complete the annual HUD CoC funding application;
- Consults with the ESG recipients and subrecipients on project performance and outcomes;
- Monitors performance of HUD funded CoC projects to adhere to HUD performance goals;
- Liaisons with NH HMIS and ensures for ongoing data collection to help make strategic decisions for the GNCOC and/or its members;

(7) Operations of the Executive Committee:**[a] Meetings and voting:**

- The Executive Committee shall meet no less frequently than every two months or six (6) times a year. Executive Committee members may participate in meetings by phone or video conferencing when in-person attendance is not possible;
- The vote of a simple majority of Executive Committee members present is enough to constitute an act of the Executive Committee. Each organization with multiple members on the Executive Committee has one vote. Voting may be done in person, by phone/video, or electronically;
- A simple majority of voting members comprises a quorum;
- Each organization shall have a primary representative, in the case that the primary representative can not attend a given meeting, they shall send an email to the Chair indicating who will be attending that meeting as their voting representative.

[b] Conflicts of Interest and Recusal Procedure:

No member of the Executive Committee shall vote upon or participate in the discussion of any matter that shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions. Any Executive Committee member finding themselves in a situation where conflict of interest may arise shall recuse themselves from proceedings. The recusal shall be duly recorded in the Executive Committee minutes. All Executive Committee processes shall comply as it relates with the requirements of the CoC Program Interim Rule: 24 CFR Part 578.95(b).

[c] Code of Conduct:

The Executive Committee expects of itself and its members ethical and business-like conduct. This commitment includes proper use of authority and appropriate decorum in their group and individual behavior when acting as Executive Committee members.

- Executive Committee members must avoid any conflict of interest with respect to their responsibilities.
- There must be no self-dealing or any conduct of private business or personal services between any Executive Committee members and the GNCOC, except as procedurally controlled, to assure openness, competitive opportunity, and equal access to "inside" information.
- Executive Committee members must not use their positions to obtain for themselves, family members, or close associates, employment within the GNCOC.
- Should an Executive Committee member be considered for employment by the GNCOC, he or she must temporarily withdraw from Executive Committee deliberations, voting, and access to applicable Executive Committee information.
- Executive Committee members and general members may not attempt to exercise individual authority over the GNCOC except as explicitly set forth in this Governance Charter.

5. Subcommittees and Workgroups

The Executive Committee may appoint subcommittees or workgroups as needed. It also may add and delete these groups as they become necessary or irrelevant. The subcommittee/workgroup chairs and members are voluntary for an unlimited amount of time. Subcommittees and workgroups will be expected to provide reports verbally or in writing at GNCOC general meetings, and for the Executive Committee as requested.

- (1) Subcommittees:** The following Subcommittees are currently active in the GNCOC and have the responsibilities as listed:

Coordinated Entry Subcommittee:

Aligns the GNCOC's coordinated entry system with HUD notice CPD-17-01, Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System, which prioritizes persons experiencing Chronic Homelessness and other vulnerable persons into permanent supportive housing, to include:

- A uniform and standard assessment approach to be used for all those seeking assistance and procedures for determining the appropriate next level of assistance to resolve any housing crisis, including those who are at risk of homelessness, living in shelters, on the streets, or places not meant for human habitation;
- Establishment of uniform guidelines among components of homeless assistance (Transitional Housing, Rapid Re-housing, and Permanent Supportive Housing) regarding: eligibility for services, priority populations, expected outcomes, and targets for length of stay;
- Agreed upon priorities for accessing homeless assistance;
- Referral policies and procedures from the system of Coordinated Entry to homeless services providers to facilitate access to services.

The coordinated entry process will be governed by the CE Subcommittee of the GNCOC.

- Prepares, modifies and promotes the NH Ending Homelessness Plan and monitors/evaluates efforts to meet the goals outlined in the Plan for the GNCOC service area
- Provides information and feedback to the CoC, CoC Executive Committee, and the community at-large about coordinated entry;
- Evaluates the efficiency and effectiveness of the coordinated entry process;
- Reviews performance data from the coordinated entry process; and
- Recommends changes or improvements to the process, based on performance data, to the CoC and CoC Executive committee.
- Provides an annual summary report and analysis to the Executive Committee.

Outreach Subcommittee:

- Identifies effective street outreach practices that can be implemented utilizing various funding streams, and which are broadly applicable to a variety of communities, geographic contexts, and sub populations
- Works to strengthen relationships and collaboration between outreach workers of all agencies within GNCOC, to better support vulnerable unsheltered persons
- Ensures effective implementation of core elements of street outreach in the GNCOC, to include:
 - Street outreach efforts are systematic, coordinated, and comprehensive
 - Street outreach efforts are person-centered, trauma-informed, and culturally responsive
 - Uses evidence-based practices and diversity of approach in outreach and engagement
 - Emphasize safety and harm reduction strategies
 - Understands role of outreach providers in the coordinated entry system
 - Assesses current outreach efforts, at both the program and system level; to identify opportunities to build upon and strengthen those efforts within

systematic approaches to ending homelessness particularly unsheltered homelessness.

Data Gathering Subcommittee:

- Oversees the annual Point in Time Count of sheltered and unsheltered homeless people and a gaps analysis that includes the Housing Inventory Chart for the GNCOC geographic service area, both as required by HUD;
- Submits data to HUD including AHAR (LSA) and Systems Performance Measures;
- Liaisons with NH HMIS and ensures for ongoing data collection to help make strategic decisions for the GNCOC and/or its members;
- Generates the data necessary to complete the annual HUD CoC funding application;
- Consults with the ESG recipients and subrecipients on project performance and outcomes;
- Monitors performance of HUD funded CoC projects to adhere to HUD performance goals; and
- Reports poor performance of CoC projects to Executive Committee for necessary action.

NOFO Ranking & Review Subcommittee:

- Meets every year once a Notice of Funding Opportunity is released by HUD
- Reviews, scores, and ranks projects submitted through the Notice of funding process.
- Utilizes established scoring tool to review, score and rank renewal, new, consolidated and/or Bonus projects.
- Reviews the Notice of Funding Opportunity's tiering process and requirements issued by HUD and make final ranking recommendations to the GNCOC Executive Committee for final project ranking.

Employment Subcommittee:

- Shares and coordinates resources for employment services for homeless and at-risk persons; and
- Coordinates Project Employment Connect.

Veteran Homelessness Subcommittee:

- Functions as the local subcommittee of the statewide NH Veterans Homelessness Committee;
- Coordinates the GNCOC by-name list of homeless veterans in the GNCOC;
- Conducts other planning around services and housing resources for homeless and imminently homeless veterans; and
- Leads the GNCOC in implementing the criteria and benchmarks for achieving the goal of ending veteran homelessness.

Youth Homelessness Subcommittee:

- Participates in any Statewide meetings related to youth homelessness;
- Will review the by-name list of homeless youth (ages 24 or less) in the GNCOC;
- Reviews data related to list of homeless youth
- Conducts other service planning, identifies and streamlines resources; and
- Leads the GNCOC in implementing the criteria and benchmarks for achieving the goals on youth homelessness.

Persons with Lived Experience Advisory Subcommittee:

- Functions to ensure that activities of the CoC Executive Committee and wider CoC meetings are responsive to the needs of those experiencing homelessness, through sharing of perspectives and experiences by those who have lived experience.
- Reviews/discusses the CoC Executive Committee votes.
- Has at least one person from the PLE Advisory group on each GNCOC subcommittee.

6. Other Roles in the GNCOC

(1) Collaborative Applicant: The Collaborative Applicant will submit the CoC Consolidated Application to HUD on behalf of the GNCOC. When HUD planning funding is available, the Collaborative Applicant will apply to HUD for CoC planning resources and if awarded will administer these for the GNCOC. It will also assist with advising and carrying out other HUD CoC requirements.

(2) Homeless Management Information System (HMIS): The GNCOC has designated a single HMIS for the geographic area and the entities to manage that system:

- **HMIS Lead:**
 - Is designated by the GNCOC to operate the region's HMIS on the GNCOC's behalf.
 - Applies for CoC HMIS funds on behalf of the GNCOC in order to operate the HMIS and for other costs eligible under 24 CFR 578.57.
 - Is responsible for selecting the HMIS Administrator.
 - Monitors the HMIS Administrator for meeting the requirements prescribed by HUD.
- **HMIS Administrator:**
 - Maintain and ensure compliance with the GNCOC's HMIS Policies and Procedures Manual. The manual includes the HMIS privacy, security, and data quality plans; and written standards regarding other HMIS requirements pursuant to 24 CFR part 578 and to HUD mandates.
 - Ensure participation of the GNCOC's recipients and subrecipients in the HMIS.
 - Provide technical assistance to all HMIS participating agencies with HMIS data collection.

(3) Recipients and Subrecipients: Recipient agency is an entity that enters into a grant agreement with HUD to obtain and administer CoC program funds. Subrecipient agency is an entity that enters into an agreement with a recipient to perform some or all of the responsibilities outlined in the recipient's grant agreement with HUD and in accordance with the CoC Program Interim Rule.

7. Adoption and Amendment of the Governance Charter

Effective:	December 04, 2013
Review: (no changes)	August 12, 2016
Revised: (with changes)	June 4, 2014, November 13, 2015, August 11, 2017, August 17, 2018, November 20, 2019, December 17, 2020, October 20, 2021, December 1, 2021, August 22, 2022, January 4, 2023

The GNCOC follows a simplified version of Robert's Rules of Order

https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

ADDENDUM A
Executive Committee Membership & Terms

November 2022 – December 2024

Officers			
Name	Affiliation	Term End	Officer
Wendy LeBlanc	Harbor Care	December 2024	Chair
Scott Wellman	Greater Nashua Mental Health	December 2024	Vice Chair
Hannah Stohler	Marguerite’s Place	December 2024	Clerk

	Name	Affiliation
1.	Maryse Wirbal	Front Door Agency
2.	Dawn Reams	Bridges
3.	Khristyn Way	Harbor Care- SSVF
4.	Cathy McNamara	St. Joseph’s Hospital
5.	Pam Wellman	Family Promise of SNH
6.	Tonia Knisley	Consumer (NSKS) and PLE Advisory Board Member
7.	Bob Mack	Nashua City Welfare
8.	Michael Apfelberg	United Way of Greater Nashua
9.	Zander Kelley/Violet Aureli	HEAL
10.	Kathy Farland	Stepping Stones
11.	Shelby Brown/Megan Daniels	McKinney Vento Liaison: Nashua School District
12.	Heather Nelson	Harbor Care/Past Chair

13.	Michael Reinke	Nashua Soup Kitchen/Past Chair
14.	Ashley Jackson	Harbor Care, GNCOC Coordinator/ Ex Officio/ Back up Clerk*

*Not an elected position

ADDENDUM B
Executive Committee Job Descriptions

GNCOC Chair Job Description

Position: Chair

Reports to: Executive Committee

Term: 2 year, and can be renewed by formal vote of the Executive Committee for an additional two years for a maximum four years.

JOB SUMMARY:

The Chair of the GNCOC is a volunteer role with the primary responsibilities to maintain the integrity of the Executive Committee processes, maintain the integrity of the General Assembly processes, and ensure that all Committees and Subcommittees are working with the primary goal to prevent and end homelessness in the Greater Nashua area. The Chair manages the Executive Committee and ensures that the Governance Charter of the GNCOC is followed consistently through the Leadership's actions and the actions of the General Assembly.

GREATER NASHUA COC VISION STATEMENT:

The vision of success for the GNCOC is of a community where homelessness no longer exists. In this community there would be an ample supply of safe, affordable, permanent housing and the supportive services that each individual and family may need to prevent homelessness and achieve greater self-sufficiency.

GREATER NASHUA COC MISSION:

The mission of the Greater Nashua Continuum of Care (GNCOC) is to provide a coordinated and sustainable system of care to individuals and families who are homeless or at risk of homelessness within the GNCOC service area, with the goals of preventing and ending homelessness.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

- In conjunction with the GNCOC Coordinator will create agenda and Facilitate Executive Committee Meetings and General Assembly meetings
- Provide direction to the Executive Committee and the General Assembly by establishing goals and tasks in alignment with HUD priorities, the GNCOC Governance Charter, and the needs of the Greater Nashua Community.
- Report out the work of the Executive Committee at General Assembly meetings.

- Ensure that the GNCOC has subcommittees led by Chairs focused on ending homelessness in our community
- Ensure that members of the Executive Committee participate in relevant HUD technical assistance and other trainings as deemed beneficial to the Greater Nashua Community
 - Participate in monthly collaboration meetings with the leaders of the other 2 NH CoCs to develop statewide systems
 - Ensure data collection is presented and reviewed in partnership with ICA in order to help facilitate meaningful, impactful dialogue among both Executive Committee and General Assembly.
 - Work in collaboration with the Mayor's office, welfare Office, Board of Alderman, and City Departments as the work to impact homelessness overlaps.
 - Work with the Collaborative Applicant to supervise the GNCOC Coordinator
 - Ensure the GNCOC is following all HUD mandated components and funding requirements in coordination with the GNCOC Coordinator
 - Provide educational opportunities to the General Assembly to ensure community wide awareness for issues facing community partners, homeless persons, and others.
 - Work diligently to promote diversity, equity and inclusion among GNCOC members

MINIMUM REQUIREMENTS/ABILITIES:

- Must have served as a member of the GNCOC Executive Committee for at least two years
- Must be able and willing to commit to a two-year term
- Must be able to commit approximately 8-10 hours per month to the Greater Nashua Continuum of Care.
- Must believe in authentic partnership and collaboration including people with lived expertise and experience in homelessness.
- Must believe it is possible to make homelessness in the Greater Nashua area brief and a one-time only event.
- Must be organized, creative, determined, enthusiastic, and able to multi task. Must be able to set priorities, generate enthusiasm to lead a community to eradicate homelessness.

GNCOC Vice-Chair Job Description

Position: Vice-Chair

Reports to: Executive Committee

Term: 2 years, and can be renewed by formal vote of the Executive Committee for an additional two years for a maximum four years.

JOB SUMMARY:

The Vice-Chair of the GNCOC is a volunteer role with the responsibility to support the Chair to maintain the integrity of the Executive Committee processes, maintain the integrity of the General Assembly processes, and ensure that all Committees and Subcommittees are working with the primary goal to prevent and end homelessness in the Greater Nashua area.

The Vice-Chair leads the Governance committee to ensure fidelity and compliance to our Governance Charter.

GREATER NASHUA COC VISION STATEMENT:

The vision of success for the GNCOC is of a community where homelessness no longer exists. In this community there would be an ample supply of safe, affordable, permanent housing and the supportive services that each individual and family may need to prevent homelessness and achieve greater self-sufficiency.

GREATER NASHUA COC MISSION:

The mission of the Greater Nashua Continuum of Care (GNCOC) is to provide a coordinated and sustainable system of care to individuals and families who are homeless or at risk of homelessness within the GNCOC service area, with the goals of preventing and ending homelessness.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

- In the absence of the Chair, will create agenda and Facilitate Executive Committee Meetings and General Assembly Meetings in conjunction with the GNCOC Coordinator
- Participate as necessary in relevant HUD technical assistance and trainings as deemed beneficial to the Greater Nashua Community.
- Participate in monthly collaboration meetings with the leaders of the other 2 NH CoCs.
- Schedule and facilitate regular meetings of the Governance subcommittee
- Assist the Chair in all areas deemed necessary
- Assume the role of Chair if the Chair is unable to fulfill their duties

MINIMUM REQUIREMENTS/ABILITIES:

- Must have served as a member of the GNCOC Executive Committee for at least one year
- Must be able and willing to commit to a two-year term

- Must be able to commit approximately 6-8 hours per month to the Greater Nashua Continuum of Care.
- Must believe in authentic partnership and collaboration including people with lived expertise and experience in homelessness.
- Must believe it is possible to make homelessness in the Greater Nashua area brief and a one-time only event.
- Must be organized, creative, determined, enthusiastic, and able to multi task. Must be able to set priorities, generate enthusiasm to lead a community to eradicate homelessness.

GNCOC Clerk

Position: Clerk

Reports to: Chair

Term: 2 years, and can be renewed by formal vote for an additional two years for a maximum four years.

JOB SUMMARY:

The Clerk of the GNCOC is a volunteer role with the primary responsibilities to record minutes from the Executive Committee and General Assembly meetings and to maintain accurate membership lists.

GREATER NASHUA COC VISION STATEMENT:

The vision of success for the GNCOC is of a community where homelessness no longer exists. In this community there would be an ample supply of safe, affordable, permanent housing and the supportive services that each individual and family may need to prevent homelessness and achieve greater self-sufficiency.

GREATER NASHUA COC MISSION:

The mission of the Greater Nashua Continuum of Care (GNCOC) is to provide a coordinated and sustainable system of care to individuals and families who are homeless or at risk of homelessness within the GNCOC service area, with the goals of preventing and ending homelessness.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

- Print copies of agenda and minutes for distribution at meetings. Make copies of handouts for distribution at meetings
- Take minutes of Executive Committee and General Assembly minutes
- Make amendments and corrections as voted on
- Send minutes to Chair for review
- Maintain GNCOC Membership list
- Maintain attendance reports
- Work with Collaborative Applicant to update email list serve
- Work with GNCOC Coordinator as needed
- If meetings are remote or hybrid, sets up zoom sessions

MINIMUM REQUIREMENTS/ABILITIES:

- Must be able and willing to commit to a two-year term
- Must be able to commit to attending monthly Executive Committee and General Assembly meetings