

GREATER NASHUA CONTINUUM OF CARE GOVERNANCE CHARTER

2026

Greater Nashua Continuum of Care (GNCOC) Governance Charter

1. Mission, Vision, and Purpose

Purpose

The Greater Nashua Continuum of Care exists to inform and connect a collaborative network dedicated to ending homelessness in our region. We coordinate the exchange of data, insights, and resources between organizations that provide direct services, bringing together both HUD-compliant approaches and innovative community solutions. Through facilitating strategic information sharing, coordinated planning, and cross-agency partnerships, we strengthen our collective ability to create sustainable pathways from housing instability to permanent stability for all people in Greater Nashua. Our complementary tracks of federal compliance knowledge and community innovation insights share a common infrastructure, enabling our member organizations to make better-informed decisions and take more effective actions while ensuring no one falls through the cracks in our system.

Vision

The Greater Nashua Continuum of Care operates as a thriving, self-organizing ecosystem where:

- Our dual-track approach (HUD compliance + community innovation) has reduced homelessness by 50% while increasing housing stability for all populations.
- Subcommittees function autonomously yet interdependently, with clear purpose and minimal bureaucracy.
- Decisions are made quickly at the point of maximum information by those closest to the issue.
- 100% of member organizations actively contribute to at least one subcommittee.
- Coordinated Entry is fully funded with sustainable resources.
- Our data systems provide real-time insights that drive continuous improvement.
- Community members of all backgrounds—including those with lived experience—participate meaningfully in our work.
- We serve as a national model for balancing federal compliance with local innovation.

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, elected officials and other state and local government officials, businesses, policy advocates, public housing agencies, school district personnel, 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.
- The Executive Committee will present any mid-year amendments to be made in order to align with HUD priorities to the General Membership at any time necessary during the year for approval.

The General Membership will also review and approve changes to the Governance Charter outside this timeframe as needed.

(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 and additionally as needed (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 Department of Housing and Urban Development requires that the Continuum of Care must adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The GNCOC has created a governing board to act on behalf of the Continuum of Care, hereafter called the Executive Committee. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years. 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 comprised of 10 to 18 voting member organizations (or number of members can vary depending on the need within our community board). The Executive Committee shall be comprised of 4 officer positions, the immediate past Chair, people with lived experience, 3 publicly elected officials, one law enforcement representative, a business community representative, a representative of a recovery housing/sober living provider, a representative from a behavioral or primary health provider such as an FQHC, a representative of a local workforce development organization, a representative of a local court system managing Assisted Outpatient Treatment or a specialty court like Drug Court, 6 subcommittee Chairs, and up to 3 members At Large, to include:

- (1) At least one homeless or formerly homeless individual
- (2) One staff member from each COC Funded agency (except for HMIS Lead)
- (3) Represent the relevant organizations and projects serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking.

Members of the Executive Committee may represent more than one area of expertise among the identified stakeholders.

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
- Additional law enforcement officials
- 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:

- The Executive Committee will consist of each Subcommittee Chair, the GNCOC Chair, the GNCOC Vice Chair, the GNCOC Clerk, the GNCOC Coordinator, people with lived experience, 3 publicly elected officials, a law enforcement representative, a business community representative, a representative of a recovery housing/sober living provider, a representative from a behavioral or primary health provider such as an FQHC, a representative of a local workforce development organization, a representative of a local court system managing Assisted Outpatient Treatment or a specialty court like Drug Court, staff from each COC funded agency, and 2-3 members At Large
- 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
- The Executive Committee has the ability to seat new members as necessary to fill vacancies and/or to advance HUD priorities

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. Attendance will be tracked for all Executive Committee meetings. Executive Committee members may not utilize proxies. Additional flexibilities regarding attendance may be granted on an as-needed basis. 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;
- Monitor overall progress toward ending homelessness in Greater Nashua
- 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.
- Foster cross-pollination of ideas between HUD-focused and community innovation tracks
- Build relationships with key stakeholders across sectors
- Support the development of clear, shared language around housing stability
- Facilitate organizational learning and continuous improvement
- Set standards when you meet, the agenda, how often you meet, and the length of the meeting
- Coordinate Executive Director Roundtables
- Facilitate community-wide housing stability summits
- Prioritize client voice integration projects

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;
- Secure sustainable funding for core infrastructure (Coordinated Entry, HMIS)
- Implement funding diversification initiatives
- 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;
- Recruit and assign people to subcommittee leadership roles as defined by the purpose and vision for each subcommittee
- Ensure alignment across all subcommittees while preserving autonomy
- Create conditions for subcommittees to self-organize effectively
- Develop cross-committee coordination frameworks
- Remove obstacles that prevent member organizations from fully participating
- Develop member engagement campaigns
- Strategic communication planning
- Launch a task force for specific purposes and/or population(s)
- 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.

(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 cannot attend a given meeting, an alternate Executive Committee member from the same organization can vote in their stead .

[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

Purpose:

To develop and maintain an effective, accessible coordinated entry system that efficiently connects clients to appropriate housing solutions, while ensuring quality data collection that drives decision-making and improves outcomes of the Coordinated Entry system.

Key Activities:

- 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;
- Ensure 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 GNCO.

- 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 Coordinated Entry process, based on performance data, to the CoC and CoC Executive committee.
- Provides an annual summary report and analysis to the Executive Committee about Coordinated Entry.

Housing Solutions Subcommittee

Purpose:

To increase the availability of affordable, appropriate housing options for all populations experiencing homelessness by building relationships with landlords, identifying funding opportunities, and developing innovative housing models.

Key Activities:

- Develop and implement landlord incentive and engagement programs
- Monitor housing placement outcomes and tenant stability
- Identify funding opportunities for affordable housing development
- Create a supportive housing pipeline strategy
- Build relationships with property developers and managers
- Design tenant education and housing retention programs
- Set standards when you meet, the agenda, how often you meet, and the length of the meeting

Community Innovation Subcommittee:

Purpose:

To identify, develop, and implement creative local solutions to housing instability that complement HUD-funded programs and priorities, with a focus on prevention, cross-sector partnerships, and community-owned initiatives.

Key Activities:

- Launch and evaluate homelessness prevention pilot projects
- Engage business community leaders and non-traditional partners
- Facilitate innovation workshops to generate new solution ideas
- Develop frameworks for testing and scaling successful pilot
- Create a learning community to share effective practices
- Map and leverage existing community resources
- Set standards when you meet, the agenda, how often you meet, and the length of the meeting
- Outbound marketing communication activities (e.g. social media, website, traditional media)

Measurement and Learning Subcommittee:

Purpose:

To develop and implement a balanced evaluation framework that measures both HUD compliance metrics and community impact indicators, while fostering a culture of continuous improvement and knowledge sharing.

Key Activities:

- Develop and maintain a balanced scorecard framework
- Design and facilitate quarterly strategic reviews
- Develop client satisfaction measures and feedback loops
- Facilitate cross-committee learning and knowledge sharing
- Set standards when you meet, the agenda, how often you meet, and the length of the meeting
- Generates the data necessary to complete the annual HUD CoC funding application;
- ADD: Work with the Data Committee to confirm that CoC is meeting HUD compliance metrics for HMIS reporting
- Monitor compliance of the CoC in accordance with funder requirements
- Conduct organizational structure reviews

Policy and Advocacy Subcommittee

Purpose:

To identify and advance policy changes at local and state levels that increase housing accessibility and stability, while educating stakeholders about the systemic causes of homelessness and evidence-based solutions.

Key Activities:

- Monitor legislative and policy developments related to housing and homelessness
- Educate policymakers about homelessness issues and solutions
- Develop and advocate for non-partisan policy positions based on data and client needs
- Build coalitions with allied organizations and movements
- Engage business community in advocacy efforts
- Educate GNCOC members about policy developments
- Set standards when you meet, the agenda, how often you meet, and the length of the meeting

Data Subcommittee

Purpose:

To maintain high-quality, compliant data systems that drive informed decision-making and improved housing outcomes. The committee safeguards our accountability to funders while leveraging comprehensive data analysis to guide strategic initiatives and measure our collective impact in addressing homelessness.

Key Activities:

- Review community data requests
- Complete system at project-level performance evaluation for data quality purposes
- Develop performance metrics and reporting dashboards
- Review HUD reporting, CoC Annual Performance Reports, PIT, HIC, SPM, and LSA
- Create data visualization tools for various stakeholders
- Establish monthly data review protocols
- Set standards when you meet, the agenda, how often you meet, and the length of the meeting
- Review and ensure data is available for the CoC needs, such as the NOFO
- Seek out data sources outside of HMIS and review alongside the HMIS data to drive decision-making and improve outcome
- 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
- Liaisons with NH HMIS and ensures for ongoing data collection to help make strategic decisions for the GNCOC and/or its members;

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- until present day
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, October 21, 2024, June 12, 2025, December 3, 2025

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 2024 – December 2026

Elected Officers			
Name	Affiliation	Term End	Officer
Wendy LeBlanc	Harbor Care	December 2026	Chair
LaTonya Muccioli	Family Promise of Southern NH	December 2026	Vice Chair
Hannah Stohler	Marguerite's Place	December 2026	Clerk

	Name	Affiliation
1.	Henry Och	Harbor Care (FQHC representative)
2.	Heather Nelson	Harbor Care (recovery housing provider)
3.	Joanne Perez	Family Promise of SNH
4.	Tonia Knisley	Person with Lived Experience
5.	Vanessa Talasazan	Harbor Care
6.	Jessica Carter	Revive Recovery (Drug Court Representative) and Person with Lived Experience
7.	Jane Goodman	Nashua Soup Kitchen & Shelter
8.	David Dearborn, St Mary's Bank	Business Community Official
9.	Doug Howard	Front Door Agency
10.	Lisa Stempler	Nashua School District- McKinney Vento Liaison

11.	Liz Scully	Nashua School District- McKinney Vento Social Worker
12.	Ashley Jackson	Harbor Care, GNCOC Coordinator *Back up Clerk*
13.	Barbara Costa, Nashua Police Department	Law Enforcement Official
14.	VACANT	Workforce Development Representative
15.	Robyn Malchanoff	Institute for Community Alliances
16.	Chertina Walker	Institute for Community Alliances
17.	Alicia Gregg, NH State Rep and City of Nashua Alderman	Publicly Elected Official
18.	Sue Newman, NH State Representative	Publicly Elected Official
19.	Patricia Klee, City of Nashua Alderman	Publicly Elected Official

*Not an elected position

ADDENDUM B

Executive Committee Job Descriptions

GNCOC Chair Job Description

Position: 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 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 Greater Nashua Continuum of Care operates as a thriving, self-organizing ecosystem where:

- Our dual-track approach (HUD compliance + community innovation) has reduced homelessness by 50% while increasing housing stability for all populations.
- Subcommittees function autonomously yet interdependently, with clear purpose and minimal bureaucracy.
- Decisions are made quickly at the point of maximum information by those closest to the issue.
- 100% of member organizations actively contribute to at least one subcommittee.
- Coordinated Entry is fully funded with sustainable resources.
- Our data systems provide real-time insights that drive continuous improvement.
- Community members of all backgrounds—including those with lived experience—participate meaningfully in our work.
- We serve as a national model for balancing federal compliance with local innovation.

GREATER NASHUA COC PURPOSE:

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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 of 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.

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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 Greater Nashua Continuum of Care operates as a thriving, self-organizing ecosystem where:

- Our dual-track approach (HUD compliance + community innovation) has reduced homelessness by 50% while increasing housing stability for all populations.
- Subcommittees function autonomously yet interdependently, with clear purpose and minimal bureaucracy.
- Decisions are made quickly at the point of maximum information by those closest to the issue.
- 100% of member organizations actively contribute to at least one subcommittee.
- Coordinated Entry is fully funded with sustainable resources.
- Our data systems provide real-time insights that drive continuous improvement.
- Community members of all backgrounds—including those with lived experience—participate meaningfully in our work.
- We serve as a national model for balancing federal compliance with local innovation.

GREATER NASHUA COC PURPOSE:

The Greater Nashua Continuum of Care exists to inform and connect a collaborative network dedicated to ending homelessness in our region. We coordinate the exchange of data, insights, and resources between organizations that provide direct services, bringing together both HUD-compliant approaches and innovative community solutions. Through facilitating strategic information sharing, coordinated planning, and cross-agency partnerships, we strengthen our collective ability to create sustainable pathways from housing instability to permanent stability for all people in Greater Nashua. Our complementary tracks of federal compliance knowledge and community innovation insights share a common infrastructure, enabling our member organizations to make better-informed decisions and take more effective actions while ensuring no one falls through the cracks in our system.

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

GNCOC Subcommittee Chair

Position: Subcommittee Chair

Reports to: Executive Committee

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

JOB SUMMARY:

The Subcommittee Chair of the GNCOC is a volunteer role with the primary responsibilities to manage their assigned subcommittee with the primary goal to prevent and end homelessness in the Greater Nashua area.

GREATER NASHUA COC VISION STATEMENT:

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- Our dual-track approach (HUD compliance + community innovation) has reduced homelessness by 50% while increasing housing stability for all populations.
- Subcommittees function autonomously yet interdependently, with clear purpose and minimal bureaucracy.
- Decisions are made quickly at the point of maximum information by those closest to the issue.
- 100% of member organizations actively contribute to at least one subcommittee.
- Coordinated Entry is fully funded with sustainable resources.
- Our data systems provide real-time insights that drive continuous improvement.
- Community members of all backgrounds—including those with lived experience—participate meaningfully in our work.
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GREATER NASHUA COC PURPOSE:

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SUMMARY OF ESSENTIAL JOB FUNCTIONS:

- Create agenda and facilitate subcommittee meetings
- Report out the work of the subcommittee at General Assembly meetings

- Ensure that the subcommittee follows the strategic plan and is focused on ending homelessness in our community

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, assigned Subcommittee, and General Assembly meetings