

**Northern Tier Regional Homeless Advisory Board  
Statement of Duties and Responsibilities  
(Region 4)**

**DONE- Nicoya please review ARTICLE 1- NAME, MISSION AND ORGANIZATION**

**1.1 Name**

The Northern Tier Regional Homeless Advisory Board (RHAB) is a member of the Pennsylvania Eastern Continuum of Care Collaborative (CoC) and maintains that membership in accordance with the Governance Charter of the CoC.

**1.2 Mission and Objectives**

The mission of the RHAB is to, in conjunction with the CoC, work towards ending and preventing homelessness throughout its service area. This includes identifying needs, participating in the CoC system wide evaluation of existing resources and program activities, and building a system of housing and services that addresses those needs.

The objectives of the RHAB are the same as the CoC:

- Promote development of adequate funding for efforts for preventing homelessness, rapidly rehousing homeless persons, and stabilizing their housing;
- Maximize potential for self-sufficiency among individuals and families experiencing homelessness;
- Promote full access to, and effective use of, mainstream programs.

**1.3 Organization and Responsibilities**

- a. The RHAB service area includes Bradford, Clinton, Lycoming, Sullivan, Susquehanna, Tioga, and Wyoming counties.
- b. The RHAB is one of five regional groups that are part of the PA Eastern CoC, are governed by the PA Eastern CoC governance charter, and are responsible, at a minimum for the following responsibilities:
  - The RHAB may not take any action prohibited by Pennsylvania law. The RHAB may not engage in any activities that do not further the Mission or its purposes as set forth in the Governance Charter for the CoC and these Statement of Duties and Responsibilities. The RHAB may not take any action that would be inconsistent with the requirements for funding by the United States Interagency Council on Homelessness. Engage local stakeholders, and identify local leadership, ensuring representation from sectors required by HUD.
  - Elect representatives for the CoC Board and volunteers for subcommittees
  - Provide input on the design and implementation of a plan to address homelessness (CoC Plan)

- Provide input for the prioritization of our region's needs, including recommendations to CoC Board for CoC and ESG funding
  - Inform analysis of unmet needs and gaps in services and housing
  - Conduct/coordinate the unsheltered Point in Time Counts
  - Identify additional resources available for homeless households
  - Identify and share best practices
  - Provide outreach to and mentoring opportunities for service providers
  - Develop resource guide
  - Maintain membership list
  - Publish meeting notices and minutes online
  - Encourage HMIS participation and provide assistance.
- c. The RHAB may not take any action prohibited by Pennsylvania law. The RHAB may not engage in any activities that do not further the Mission or its purposes as set forth in the Governance Charter for the CoC and these Statement of Duties and Responsibilities. The RHAB may not take any action that would be inconsistent with the requirements for funding by the United States Interagency Council on Homelessness.

## **ARTICLE 2- MEMBERSHIP**

### **2.1 Qualifications**

Any individual or organization operating or representing an interest within the service area, who support the purposes and basic policies of the RHAB and whose participation will contribute to the RHAB's ability to carry out its mission may become a member. This includes, but is not limited to: nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals. Homeless or formerly homeless individuals are also eligible.

### **2.2 HUD Funding**

It is mandatory that all agencies receiving HUD funding participate in the RHAB and in the HMIS system.

### **2.3 Registration**

The RHAB will maintain membership rolls as required by the CoC. RHAB members are required to re-register each year. New members may join at any time throughout the year by submitting a registration application to the RHAB. The application will be approved by the RHAB.

#### **2.4 Voting privileges**

Any member, organization, business or governmental agency in good standing has voting privileges. Organizations, businesses, or governmental agencies may have multiple representatives on the RHAB but the organization only has one vote. Votes may be in person, written, or by phone. Unaffiliated members do not have a vote.

#### **2.5 Membership Revocation**

The Board of Directors reserves the right to revoke membership for good and sufficient reasons. No membership should be revoked without an opportunity to present evidence before the Board of Directors as to why the membership should not be revoked.

### **ARTICLE 3- MEETINGS**

#### **3.1 Membership Meetings**

Due to the nature of the RHAB geography, it is not feasible to have frequent in person meetings of the full membership, therefore, the majority of the meetings will be via teleconference. The RHAB will meet not less than six times a year. Special meetings of the RHAB may be called by the Co-Chairs or by a majority of the RHAB members. The Co-Chairs shall be responsible for notifying all members not less than ten (10) days before special meetings. The Co-Chairs shall establish the date; time and place of each general or special meeting, and the notice shall contain the agenda and minutes from the last meeting as appropriate.

#### **3.2 Quorum**

Fifty percent of voting members in good standing of the RHAB shall constitute a quorum at the membership meetings. Procedures for voting eligibility and quorum determination will be determined by the Board of Directors.

#### **3.3 Participation in Memberships Meetings**

Members are required to attend a minimum of 75% of the regular meetings.

#### **3.4 Voting Procedures**

Except in the case of elections where voting may be by ballot, voting at a meeting may be by ballot, voice or show of hands as the chair of the meeting may rule, unless otherwise determined by the members entitled to vote.

#### **3.5 Minutes**

Minutes of all meetings shall be prepared and provided in electronic format to the Members. Minutes of the previous meeting will be available at the next regular board meeting.

**ARTICLE 4- QUALIFICATIONS FOR MEMBERS OF THE BOARD OF DIRECTORS**

**4.1 Qualifications**

Directors, Officers, members of the Board of Directors shall be voting members in good standing who have accepted responsibility to further the achievement of the Mission of the RHAB.

**ARTICLE 5- GOVERNANCE STRUCTURE**

The RHAB is a membership driven organization which is governed by the following structure:

**5.1 Organizational Governance**

The RHAB shall be governed by the following governance structure:

- a. CoC
- b. RHAB
  - 1. Officers of the Board of Directors
  - 2. Standing Committees

**ARTICLE 6- DIRECTORS AND OFFICERS**

**6.1 Powers of the Board of Directors**

The affairs of the RHAB will be managed by or under the direction of its Board of Directors.

**6.2 Board Composition**

The officers of the RHAB will serve as the Board of Directors. The Board will act on behalf of the RHAB.

**6.3 Officers**

The Officers of the RHAB shall be Co-Chairs and a Secretary. Additional Officers may be added as the Board of Directors may determine from time to time. The Officers of the RHAB shall serve also as Officers of the Board of Directors. All Officers of the RHAB and the Board of Directors shall be voting members of the RHAB.

**6.4 Duties**

- a. Co-Chair (1). The Co-Chair (1) of the RHAB shall preside at all business meetings of the membership, Board of Directors and Executive Committee. The Co-Chair (1) is the individual whose term expires first. The Co-Chair (1) may appoint other presiding officers for discussion periods or for other parts of the meeting. In case of absence of the Co-Chair (1), the Co-Chair (2) shall be eligible to preside.

- b. Co-Chair (2). The Co-Chair (2) shall be responsible for major areas of the RHAB as determined by the organization's structure that is approved by the Board of Directors. The Co-Chair (2) shall have all the powers, as designated, and perform all the duties of the Co-Chair (1) in their absence. The Co-Chair (2) shall serve as incoming presiding Co-Chair (1).
- c. Secretary. The Secretary of the RHAB shall serve as the Secretary of the membership meetings. The Secretary shall keep minutes of all board meetings, including the record of attendance and tenure of directors. The Secretary sees that notices are sent for all regular and special meetings of the board, conducts the correspondence of the board, and notifies board members of their election, appointment, or excessive absences. The Secretary shall see that the members are properly notified according to procedures approved by the Board of Directors. The Secretary shall be responsible for keeping accurate minutes of such meetings, including a record of all actions taken. The Secretary may be assisted by recorders appointed by the Co-Chairs.

### **6.5 Terms of Office**

Board members will serve staggered three (3) year terms, with terms beginning July 1 of the respective year. Members may serve up to three (3) terms consecutively.

Initial terms for the Chair positions will be as follows:

- a. Co-Chair (1) – term expires on June 30, 2015
- b. Co-Chair (2) – term expires on June 30, 2017
- c. Secretary – term expires on June 30, 2017

After expiration of each initial Board member's term, all future Board members terms run for a three year period.

### **6.6 Appointment and Election of Members**

In May of each year in which there is a change of Co-Chairs, the RHAB will provide the Membership Committee of the CoC with the names of the individuals selected by the RHAB to serve on the Board of the CoC.

### **6.7 Resignation**

A Board member may resign at any time by submitting a letter of resignation to the Board of Directors.

### **6.8 Vacancies**

Vacancies in the Board shall be filled within sixty (60) days by election of the membership.

### **6.9 Removal of Officers and Directors**

Any member of the Board of Directors may be removed from office, with or without cause, by a two-thirds majority of the membership. Removal is effective only if it occurs at a meeting called for that purpose. Notice must be sent to all members stating that the proposed removal is the purpose of the meeting. The person recommended for removal shall have the opportunity to speak on their behalf prior to a vote.

#### **6.10 Conflict of Interest**

No member shall vote upon or participate in the discussion of any matter which 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. Members shall also be governed by the CoC Conflict of Interest policy.

### **ARTICLE 7- COMMITTEES OF THE BOARD OF DIRECTORS**

#### **7.1 Executive Committee**

The Executive Committee shall be composed of at least the officers of the Board of Directors. In addition to this, up to three additional members of the membership may be appointed to this committee at the discretion of the Co-Chairs of the Board of Directors. The Chair of the Executive Committee is the Co-Chair (1) of the Board of Directors.

The Executive Committee shall meet on an as needed basis. Special meetings can be held via conference call.

Duties and responsibilities of this committee shall consist of the following:

- a. To exercise all powers of the board in the interim between regular meetings of the board, except it shall not reverse any action of the board, and all actions of the committee must be approved by the board at its next regular meeting.
- b. Review RHAB Statement of Duties and Responsibilities on an annual basis and make recommendations for revisions to the board and the membership of the RHAB for approval at the next meeting.

#### **7.2 Membership Committee**

This committee is charged with recruiting and retaining a wide range of organizations into the membership of the RHAB.

Additionally, the Membership Committee is tasked with engaging, collaborating, and developing partnerships with other people, agencies, and systems needed to implement and sustain the goals of the CoC.

#### **7.3 Other Committees of the RHAB**

The Co-Chairs may appoint special committees of the RHAB for specific studies, concerns, or events related to the work of the RHAB when such responsibilities are not delegated to standing or special committees of the Board of Directors.

#### **ARTICLE 8- GENERAL AMENDMENTS**

These Statement of Duties and Responsibilities may be amended at any regular or special meeting of the membership, or upon a referendum sent out to the membership, by two-thirds (2/3) affirmative vote of those voting, provided that the following requirements have been met:

1. The amendment was approved by the Board of Directors;
2. Notice of the general or special meeting stating that the proposed amendment will be considered and voted upon has been given to the membership at least twenty (20) days prior to the meeting, or in the case of a referendum, such referendum will be sent out at least twenty (20) days prior to the date set for receipt of the ballots on said referendum; and
3. Copies of the proposed amendment are made accessible to the membership at the time of notice or mailing of referendum.

The Board of Directors shall direct the manner by which notice will be given. Notice may be by announcement at a meeting prior to the meeting at which the vote will be taken

#### **ARTICLE 9- LIABILITY OF MEMBERS**

No member of the RHAB and no member of the governing board shall be held liable, solely because of membership in the RHAB, for any debts, obligations, or liabilities of the RHAB.

#### **ARTICLE 10- SEVERABILITY**

If any Statement of Duties and Responsibilities provision is held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality or unenforceability will not affect any other provision and the Statement of Duties and Responsibilities shall be construed as if the invalid, illegal or unenforceable provision had not been included in the Statement of Duties and Responsibilities.

DRAFT #65 STATEMENT OF DUTIES AND RESPONSIBILITIES 7.3029.14

The headings used in these Statement of Duties and Responsibilities are used for convenience and shall not be considered in construing the terms of these Statement of Duties and Responsibilities.

**DATE OF APPROVAL:**

**SIGNATURE**

**Co-Chair (1)**            **Mae-Ling Kranz** \_\_\_\_\_

**Co-Chair (2)**            **Jeff Rich** \_\_\_\_\_

**Secretary**              **Tara Day** \_\_\_\_\_

\*Officers elected at the 7/16/14 of the Northern Tier RHAB