



### NCAB Member Roles and Responsibilities

- NCAB Membership is open to anyone who is a member of NHCHC.
- Voting members must:
  - Be homeless or formerly homeless; and have accessed services at a Health Care for the Homeless agency
  - Fill out an application for membership online at the National Health Care for the Homeless Council.
- Only members who meet the qualifications as a voting member will be eligible for officer positions on the NCAB Steering Committee.
- The Steering Committee is given authority to make decisions for the benefit of the entire NCAB membership.

### NCAB Steering Committee Officer Roles

- The Chairperson shall be responsible for:
  - Preparing the agenda and preside over all meetings of NCAB and the Steering Committee
  - Communicating monthly with the co-chairs about NCAB Steering Committee and their projects
  - Designating committees as necessary; be a member of all committees except for the Nominating Committee
  - Serving as a member of the National HCH Council Board of Directors and Governing Membership.
- The Co-Chairs shall be responsible for:
  - Attending the agenda planning calls for NCAB and Steering Committee Meetings
  - Communicating monthly with the chair and peer advocate
  - Facilitating leadership and task management regarding the Steering Committees' work plan
  - Performing the duties of the chair in the chair's absence
- The Peer Advocate shall be responsible for:
  - Ensuring that Steering Committee Members and Regional Representatives are fulfilling their expectations and holding NCAB accountable to the work plan and by-laws
  - Calling Steering Committee Members each month to check in, and after they miss any meetings or calls
  - Assist with the development and distribution of communications for NCAB
- Members-at-Large shall be responsible for:
  - Identify needs of NCAB and report those to the Steering Committee and/or staff as appropriate;
  - Help regional representatives with contacting NCAB members as requested;
  - The two-year member-at-large will be responsible for chairing one of the Steering Committees' Sub-Committees; and the one-year member-at-large will be responsible for promoting HCH events
- Regional Representatives shall be responsible for:
  - Representing 2 HRSA regions by communicating regularly with CABs and consumers in their regions
  - Working with other consumer leaders in their regions to ensure continuity of consumer leadership;
  - Identifying and engage consumer leaders to assist in the duties of connecting with local CABs and ensuring consumer participation at regional events;

## Participation Expectations

- Meetings
  - There will be two in person meetings; an annual membership meeting will take place at the National HCH Council conference and a Steering Committee meeting in Nashville in the fall
  - The Steering Committee will meet monthly by conference call on the third Wednesday of the month
  - NCAB Steering Committee members are expected to participate in a minimum of 75% of the Steering Committee's monthly calls annually. All NCAB Steering Committee members will be expected to notify the group of a planned absence and to find out and complete assigned tasks in a timely manner.
  - Any member of the Steering Committee who shall be absent from three consecutive meetings without adequate excuse acceptable to the Steering Committee shall be deemed to have resigned from the NCAB Steering Committee.
- Work Requirements
  - All NCAB Steering Committee members will be expected to respond to keep the consensus process on track and respond to 75% of requests for reviewing, editing, commenting, or otherwise making sure the Council and other entities accurately represent the wishes of NCAB; or they risk being asked to step down from their leadership role. The Chairperson may establish working committees to accomplish the organization's mission.
  - NCAB Steering Committee members will provide technical support to local CABs, as requested by the National HCH Council. Requests received by the NCAB Steering Committee for technical assistance must go through NHCHC.
  - NCAB Steering Committee members will participate in leadership development opportunities offered by the National HCH Council as funds allow. Eligibility for travel subsidies will be contingent on satisfactory progress in meeting the goals of the NCAB Steering Committee, recommendations for revoking a subsidy with be brought by the Consumer Advocate and approved by a quorum of the NCAB Steering Committee.

## Nominating and Election Process

- Any voting-eligible member of NCAB may run for office
- Elections will be held every year at the Annual Meeting during the National HCH Conference to be voted on by consensus (nominees do not need to be present to be appointed).
- The Chairperson will appoint a Nominating Committee to manage the officer election process. The membership will be notified of the positions coming open at least 6 weeks prior to the annual meeting. Members can nominate themselves or someone else, but the candidate must send in a biography for the nomination to be considered by NCAB for election purposes.
- The Nominating Committee will develop a recommended slate of Steering Committee candidates and will distribute it to the NCAB membership at least one week prior to the Annual Meeting at the National Conference; this distribution will include the biographical statements of each candidate.
- The following terms shall be staggered so that both positions are not elected in the same year: Chairperson and Peer Advocate, the two Co-Chairs, and the two 2-year Member-at-Large positions.
  - The following Regional Representative position terms will be staggered so that all positions are not elected in the same year: Regions 3+4, and 9+10 are elected in odd numbered years (conference in DC); Regions 1+2, 5&7, and 6+8 are elected in even numbered years.
- No more than 2 Steering Committee Members (all positions) are eligible from each Health Care for the Homeless site.