

PUBLIC NOTICE

**SOLICITATION FOR MEMBERSHIP – 2017
NY Coalition on the Continuum of Care
Steering Committee: Coalition Representatives**

Applications are being accepted for the **four (4) Coalition Representative positions** of the 27 member NYC Coalition on the Continuum of Care Steering Committee. Members are being asked to serve **for a twenty four month period (2017 and 2018.)** The purpose of coalition membership is to bring the perspective of those who deliver housing and services to homeless New Yorkers and to communicate NYC CCoC issues to their constituent providers and consumers.

Definition: A coalition is a group of at least five organizations that has come together with a priority to advocate for services and/or needs of homeless individuals and families. It must meet the following criteria:

- A mechanism for new members to join;
- Independent organization with its own system of governance, i.e., elected officers, board of directors/steering committee, by-laws;
- Conduct meetings at least four times a year;
- Has a purpose beyond being a voting member of the NYC Coalition on the Continuum of Care;
- Must represent a homeless subpopulation, program type or specific unmet need;
- The Coalition’s mission statement and minutes of its last three meetings must reflect that the group is actively engaged in planning and advocacy on behalf of the identified group/need to be represented.;
- Subcommittees of a coalition cannot be a separate coalition.

The following categories of representation are permanent categories under which a coalition, meeting the above definition, can be represented at the NYC CCoC.

- i. Shelter/Transitional Housing
- ii. Permanent Supportive Housing
- iii. Mental Health
- iv. HIV/AIDS
- v. Domestic Violence
- vi. Youth

The seats for ***Shelter/Transitional Housing, Permanent Supportive Housing and Seniors*** categories are open for any interested and relevant coalition to apply.

The **two (2)** remaining categories of representation are rotating slots. Examples of these categories include, but are not limited to: Substance Abuse, Families, Veterans, Aging, Ex-Offenders, Undocumented, Licensed Housing, Drop-In/Outreach, and Employment.

The Governance Committee will review the applications and ensure that nominees meet eligibility criteria. Based on the applications received, the existing Steering Committee will vote for **four (4)** Coalition representatives. Should any Coalition positions remain vacant after the election, they can be filled through the aforementioned process at any point during the year.

A coalition may run under multiple categories, but can only be elected in **one (1)** category. If a coalition receives the most votes in more than one category, the category in which they received the greatest number of votes will be their category of representation.

The term of election is for **two (2)** NYC CCoC years. There is no limit on the number of terms a coalition can serve. Voting member terms are staggered with another 4 coalition seats. In order to be eligible to vote, a Steering Committee Coalition Representative must have attended two out of the last three Steering Committee meetings. Coalitions must

designate one named voting member and one alternative voting member upon election to the Steering Committee. **It is expected that Coalition members and/or alternate members attend every meeting of the Steering Committee.**



PUBLIC NOTICE

APPLICATION FOR MEMBERSHIP - 2017

**NYC Coalition on the Continuum of Care
Steering Committee: Coalition Representatives**

Coalition Name: _____

Address: _____

Primary Representative Name: _____ **Title:** _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

Web Address of Coalition (if applicable): _____

**Alternate Representative
Name/Number/E:Mail:** _____

Please select the *homeless subpopulation, program type or specific unmet need* category in which you are running for election. (You may select more than **one (1)**; however, you will only be elected under **one (1)** category.) If you are running for election in one of the two open categories of representation, your mission statement and minutes must reflect that you are representing this homeless subpopulation, program type or specific unmet need stated herein.

- Shelter/Transitional Housing
- Permanent Supportive Housing
- Mental Health
- HIV/AIDS
- Domestic Violence
- Youth
- _____

Please include with this application:

- Minutes from the last four (4) meetings of the Coalition
- Copy of the mission statement of the Coalition
- Description of Services Provided (no more than 1/2 page single spaced)
- Short description of the coalition’s mechanism for new members to join
- Copy of the coalition’s by-laws, governance documents, and/or organization chart

If you are a new applicant, please indicate which CoC standing committee you plan to join (please see NYC CoC Bylaws Article VIII for descriptions of each committee). If you are an applicant seeking reelection, please indicate the CoC standing committee in which you currently participate:

- | | |
|---|--|
| <input type="checkbox"/> Governance Committee | <input type="checkbox"/> Grievance Committee |
| <input type="checkbox"/> PQI Committee | <input type="checkbox"/> Evaluation Committee |
| <input type="checkbox"/> Policy and Advocacy Committee | <input type="checkbox"/> Data Management Committee |
| <input type="checkbox"/> other (please specify, e.g. Youth subcommittee, Veterans Task Force, etc.) _____ | |

Authorized Signature: _____

Print Name and Title: _____

PLEASE NOTE – RE-ELECTION APPLICATION REQUIREMENTS

In order to be eligible for re-election to the Steering Committee, each elected member must have:

1. Attended 75% of CCOC Steering Committee meetings during the past 12 months.
2. Regularly attended the meetings of one CoC standing committee.

Full Steering Committee membership participation includes all regularly scheduled monthly meetings, standing committees, and approved Steering Committee Priority Setting Events.

RETURN TO:

NYC Coalition for the Continuum of Care
 Jessica Nanan jnanan@dhs.nyc.gov

By: December 2nd, 2016

With questions, please contact Linda Camoin (linda.camoin@otda.ny.gov), NYC CCoC Governance Committee Chair