

Chair Expectations

Each chair in MCoC should be able to do the following:

- Facilitate committee meetings.
- Set the agenda in coordination with the MCoC Coordinator.
- Attend every meeting and if absent appoint someone to run the committee meeting.
- Provide direction to the committee by establishing goals and tasks.
- Report committee status at General Assembly meetings.
- Collaborate with other committee Chairs as needed.
- Facilitate General Assembly meetings (should the Chair not be able to attend).

Primary Committee Roles

Resource Development Committee:

- Help the MCoC's NOFA funded agencies successfully complete their NOFA application each year.
- Bring awareness to changes in each year's NOFA application to the rest of the NOFA funded agencies.

Homeless Liaison Committee:

- Help to maintain a dialogue with local Homeless Outreach workers and manager of the Manchester Homeless Services Center to ensure that there is communication of ongoing news in the local homeless community.
- Work with members in the homeless community to identify gaps in the service system within the state and city.

Community Awareness Committee:

- Work with the MCoC Coordinator on effective communication for the MCoC newsletter, website, social media outlets, and emails.

Data Collection Committee:

- Help the MCoC's NOFA funded agencies successfully complete their NOFA application each year.
- Coordinate with MCoC Coordinator and NH-HMIS the successful completion of the Point-in -Time Count, Housing Inventory Chart, and Annual Homeless Assessment Report (AHAR).
- Lead, coordinate, monitor all MCoC data collection activities (including monthly data quality reports) and represent the MCoC on any HMIS business.

Public Policy Committee:

- Should review policies of government and legislation to assess their effects on the MCoC's goal to end homelessness.