

**The Chicago Alliance to End Homelessness
Service Providers Commission
*Terms and Responsibilities***

I. The Chicago Alliance's Board of Directors:

A. Terms:

As established by the Chicago Alliance's By-Laws, a member shall be elected for a three-year term and is limited to serving two consecutive terms. A total of two SPC members sit on the Chicago Alliance's Board of Directors.

B. Roles and Responsibilities:

1. Set Direction

- a. Develop and maintain focus on mission and vision of ending homelessness;
- b. Establish and oversee strategic direction and implementation;
- c. Delegate authority for organization management;
- d. Articulate, safeguard, and promote the values of the organization;

2. Ensure Resources

- a. Identify human and financial resources needed; hire, support and evaluate CEO;
- b. Establish policies for acquiring resources and Board involvement;
- c. Ensure necessary resources are available;
- d. If the Board intends to identify funds to increase community programs and services, establish a competitive process to distribute the funds when they become available;

3. Provide Oversight

- a. Establish financial policies and ensure accountability;
- b. Ensure compliance with laws and ethical standards;
- c. Monitor progress and evaluate outcomes;
- d. Provide oversight of the CEO ensuring that the Chicago Plan to End Homelessness is implemented and monitored and the HUD NOFA and other funding opportunities are appropriately administered;

II. SPC Executive Committee:

A. Terms:

As established by the SPC Executive Committee's Roles and Responsibilities document, individuals elected as SPC Executive Committee Members shall serve a two-year term and are eligible to run for reelection for one additional two-year term. A total of twelve SPC At-Large Members are elected to the SPC Executive Committee.

B. Roles and Responsibilities:

1. Leadership and coordination of the SPC;
2. Creation of committees as needed to address specific issues;
3. Planning the meetings of the SPC;
4. Coordinating SPC response to major issues arising between regular SPC meetings;

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III. Plan Advisory Committee:

A. Terms:

The terms for SPC Members elected to the Plan Advisory Committee are two years and are eligible to run for reelection. A total of three SPC Members are elected to the Plan Advisory Committee.

B. Roles and Responsibilities:

1. Oversee the activities of the Chicago Alliance in implementing Chicago's Plan to End Homelessness;
2. Oversee the annual work plan as it relates to the Plan to End Homelessness adopted by the Chicago Alliance Board of Directors;

IV. Advocacy Committee

A. Terms:

The terms for SPC Members elected to the Advocacy Committee are two years and are eligible to run for reelection. A total of three SPC Members are elected to the Plan Advisory Committee.

B. Roles and Responsibilities:

1. Develop the Alliance's advocacy agenda on an annual basis, for approval by the Alliance Board of Directors;
2. Oversee the activities of the Alliance in pursuing the Alliance's advocacy agenda. There will be three types of Alliance advocacy activities;
 - a. Campaigns that the Alliance initiates – Requires Board approval
 - b. Campaigns in which the Alliance participates – Requires Board approval
 - c. Campaigns the Alliance signs onto or performs an one-time action – Advocacy Committee decides these by consensus

V. The Chicago Planning Council on Homelessness

A. Terms:

1. As established by the SPC Executive Committee's Roles and Responsibilities document, individuals elected to the Chicago Planning Council on Homelessness by the SPC shall serve a two-year term. Planning Council Representatives can serve **one** additional **one** year term on the Planning Council, if re-elected, unless they are elected to be the vice-chairperson. The vice chairperson will be elected to serve their term as the vice-chairperson and then chairperson. Members are eligible to return after **one** year off the Planning Council;
2. In order to foster greater participation, diversify responsibility and power, and avoid conflicts of interest, Planning Council Representatives may not also be on the Chicago Alliance Board of Directors, nor chair the HUD McKinney Vento or Plan Advisory Committee. Representatives may **participate** in the HUD McKinney Vento or Plan Advisory Committees, but not both;
3. A total of six SPC Members sit on the Chicago Planning Council on Homelessness;

B. Roles and Responsibilities:

1. Establish priorities and policies, and select applicants for HUD CoC NOFA funding;
2. Oversee annual competitive process for state homeless prevention funds;
3. Oversee implementation of HMIS;
4. Analyze the needs and changes in Chicago's homeless system and how it relates to Chicago's Plan to End Homelessness.