

Texas Balance of State Continuum of Care

TX BoS CoC Board Officers Policy

Approved February 27, 2019

Board Officers

The officers of the Continuum of Care Board are a Chair, Vice Chair and Secretary.

Election and Term

The Continuum of Care Board will elect a Chair, a Vice Chair, and a Secretary at the first meeting of the Board year. Nominations for officers will be solicited by Board members present at that meeting. Positions will be filled by a majority vote of the Board members present, as long as a quorum is present.

Each officer will have a one-year term, with an optional additional one-year renewal.

An officer cannot serve for more than four (4) consecutive terms in the same role.

Chair

Subject to the direction of the Board, the Chair shall:

- Give oversight to the development of policies and execution of the policies and programs of the CoC;
- Schedule Board meetings, ensuring that the Board meets regularly or as needed;
- Call special meetings, if necessary;
- Assist CoC staff in preparing the agenda for Board meetings;
- Chair the Board meetings;
- Chair the Executive Committee meetings;
- Work in partnership with the staff to make sure board resolutions are carried out;
- Serve as the signatory for the Board and act on its behalf;
- Serve as an ex-officio member of all committees;
- Assist the staff in conducting new board member orientation
- Work with the other members of the Board to recruit Board members, when appropriate;
- Coordinate periodic Board assessment, with staff; and
- Periodically consult with Board members on their roles and help them assess their performance.

The Chair will perform other duties prescribed by the Board and all duties incident to the office of Chair of the Board.

Vice Chair

In the absence of the Chair, the Vice Chair assumes the duties of the Chair. The Vice Chair also assists the Chair and Board on matters as may be requested from time to time.

The Vice Chair shall:

- Attend all board meetings;

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- Serve on the Executive Committee;
- Carry out special assignments, as requested by the Board Chair;
- Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence; and
- Participate as a vital part of the Board leadership.

The Vice Chair shall perform other duties as the CoC may designate and all duties incident to the office of Vice Chair of the Board.

Secretary

The Secretary shall:

- Give all notices of CoC Board meeting dates, times, and locations;
- Attend all Board meetings;
- Keep accurate records of the acts and proceedings, including vote results, of all CoC Board meetings, or designate another person to do so at each meeting, including all actions taken without a meeting; such records will include the names of those in attendance.
- Review meeting minutes taken by CoC staff
- Present meeting minutes to the full Board for their vote of approval.
- Serve on the Executive Committee;
- Assume responsibilities of the Board Chair in the absence of the Chair and Vice Chair; and
- Maintain membership lists and Chair lists for CoC committees.

The Secretary will perform duties incident to the office of the Secretary and such other duties as may be assigned by the Chair or Board.

EXECUTIVE COMMITTEE

The Executive Committee plans Board meetings and acts on behalf of the Board, when necessary.

All decisions made by the Executive Committee are brought to the next Board meeting.

Members of the Executive Committee will include the Chair, Vice Chair, and Secretary of the Board, and the CoC Director or the Director's designee.

This committee has closed enrollment.

CoC Staff Support

CoC Lead Agency staff will support the officers in fulfilling their responsibilities.