



National Health Care for the Homeless Council
RCPN STEERING COMMITTEE
MEMBER NOMINATION, ELECTION, AND JOB RESPONSIBILITIES

ROLES AND RESPONSIBILITIES

- The Respite Care Providers' Network is a standing committee of the National Health Care for the Homeless Council.
- The Steering Committee is the RCPN's governing body which manages and directs the affairs of the RCPN.
- Steering Committee members operate within the bylaws of the National Health Care for the Homeless Council, Inc.
- Steering Committee members are expected to participate regularly in monthly committee conference calls as outlined in the Steering Committee Attendance Policy (below), and complete committee assignments.
- The National Health Care for the Homeless Council covers conference call expenses.
- Steering Committee members are expected to serve on at least one working committee or Task Force of the Respite Care Providers' Network, the Clinicians' Network, or the National HCH Council.
- Members are strongly encouraged to attend the national HCH Conference and/or the Respite Care Providers' Network Pre-conference Institute.
- Steering Committee members will recruit and orient new Steering Committee members.
- Steering Committee members will serve without compensation.

STEERING COMMITTEE ATTENDANCE POLICY

- The RCPN requests that all Steering Committee members attend and participate in every regularly scheduled conference call meeting, or notify the chairperson or staff if unable to attend.
- If a committee member misses two consecutive conference calls without notifying the chair or staff person prior to the meeting, the committee chair (or another committee member appointed by the chair specifically for this task) will contact that member to determine his/her level of interest in continuing to serve on that committee.
- A Steering Committee member may be removed from office with just cause by consensus of the Steering Committee. Just cause includes – but is not limited to – recorded absence at three consecutive committee conference calls, or three consecutive Steering Committee meetings.

NOMINATING PROCESS

- There will be a minimum of 10 and maximum of 15 members of the Respite Care Providers' Network Steering Committee.
- A Nominating Committee will be appointed by the Steering Committee Chair to prepare a slate of candidates to serve on the Steering Committee.
- Any Network member may nominate a candidate for election to the Steering Committee.
- Self-nomination by members is acceptable and encouraged.
- All candidates must be members of the Respite Care Providers' Network.
- The slate of nominees will be announced by e mail or posted in the RCPN Newsletter prior to the Annual Meeting.

ELECTION PROCESS

- The members present at the Annual Meeting will elect Network Steering Committee members.
- A consensus of the Network membership present at the Annual Meeting is required to elect a nominee to the Steering Committee.

TERMS OF OFFICE

- Each Steering Committee is elected to serve a three-year term.
- Members of the Steering Committee may serve two (2) full consecutive terms, if elected by the RCPN membership.
- After a one-year absence from the Steering Committee, a member may be elected to the Steering Committee again.
- The election of the Steering Committee Membership will be staggered with one third of the membership elected each year and elections will be held at the Annual Meeting.
- Steering Committee members assume office upon completion of the Annual Meeting.
- In the event a Steering Committee Member needs to resign their seat, s/he should notify the Committee Chair in writing.
- Steering Committee Members who are not adequately fulfilling the roles and responsibilities of membership may be removed from their seat upon consensus of the Steering Committee.