



## Member Roles and Responsibilities

- NCAB Membership is open to anyone who is a member of NHCHC.
- Voting members must: Be homeless or formerly homeless; and have accessed services at a Health Care for the Homeless agency; and fill out an application for membership online at the National Health Care for the Homeless Council.
- Only members who meet the qualifications as a voting member will be eligible for officer positions on the NCAB Steering Committee.
- The Steering Committee is given authority to make decisions for the benefit of the entire NCAB membership.

## Officer Roles

- The membership of the Steering Committee shall consist of a Chairperson, two Co-Chairs, a Peer Advocate, three Members-at-Large and 5 Regional Representatives who serve as Officers of the National Consumer Advisory Board.
- The Chairperson will preside at all meetings of NCAB. The Chairperson shall designate committees necessary to carry out the purposes NCAB, and shall designate the chairperson of each committee. The Chairperson will prepare the agenda for each meeting. The Chairperson shall serve as a member of the NHCHC board of directors and as a Governing Member of the National HCH Council.
- The Co-Chairs, in the absence of the Chairperson or in the event of an inability or refusal to act, shall perform the duties of Chairperson and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Co-Chairs shall perform such other duties and have such other powers as Chairperson and the Steering Committee from time to time prescribe.
- The Peer Advocate shall be responsible for:
  - Working with the Operating Rules Committee and holding NCAB accountable to the work plan and by-laws
  - Calling Steering Committee Members each month to check in, and after they miss any meetings or calls
  - Assist with the development and distribution of communications for NCAB; specifically ensuring that our communications are accessible to all individual members of NCAB.
- Members-at-Large shall be responsible for:
  - Keeping the Steering Committee informed of issues related to committee work;
  - Identifying needs of NCAB and reporting those to the Steering Committee and/or staff as appropriate;
  - Helping Regional Representatives with contacting NCAB members to update information, offer assistance, check-in, follow-up on technical assistance, etc.
- Regional Representatives shall be responsible for:
  - Representing 2 HRSA regions each to the Steering Committee – 1 & 2; 3 & 4; 5 & 7; 6 & 8; 9 & 10.
  - Communicating regularly with CABs and consumers in their respective regions
  - Identifying and engaging consumer leaders to assist in the duties of connecting with local CABs and ensuring consumer participation at regional events

## Participation Expectations

- Meetings
  - There will be two in person meetings; an annual membership meeting will take place at the National HCH Council conference and a Steering Committee meeting in Nashville in the fall
  - The Steering Committee will meet monthly by conference call on the third Wednesday of the month
  - The Chairperson may establish working committees to accomplish the organization's mission. NCAB committees will typically meet by conference call.
- NCAB Steering Committee members are expected to participate in a minimum of 75% of the Steering Committee's monthly calls annually.
- All NCAB Steering Committee members will be expected to respond to requests for reviewing, editing, commenting, or otherwise making sure the Council and other entities accurately represent the wishes of NCAB. Steering Committee members are expected to respond to 75% of the customary and reasonable requests per year, or they risk being asked to step down from their leadership role.
- All NCAB Steering Committee members will be expected to notify the group of a planned absence and to find out and complete assigned tasks in a timely manner.
- Any member of the Steering Committee who shall be absent from three consecutive meetings without adequate excuse acceptable to the Steering Committee shall be deemed to have resigned from the NCAB Steering Committee.

## Nominating and Election Process

- Any voting-eligible member of NCAB may run for office
- Elections will be held every year at the Annual Meeting during the National HCH Conference. Nominees will be presented to the membership by the Nominating Committee to be voted on by consensus.
- The Chairperson will appoint a Nominating Committee to manage the officer election process. The membership will be notified of the positions coming open at least 6 weeks prior to the annual meeting. Members can nominate themselves or someone else, but the candidate must send in a biography for the nomination to be considered by NCAB for election purposes.
- The Nominating Committee will develop a recommended slate of Steering Committee candidates and will distribute it to the NCAB membership at least one week prior to the Annual Meeting at the National Conference; this distribution will include the biographical statements of each candidate, whether or not chosen for the slate.
- The following terms shall be staggered so that both positions are not elected in the same year: Chairperson and Peer Advocate, the two Co-Chairs, and the two 2-year Member-at-Large positions.
  - The following Regional Representative position terms will be staggered so that all positions are not elected in the same year: Regions 3+4, and 9+10 are elected in odd numbered years (conference in DC); Regions 1+2, 5&7, and 6+8 are elected in even numbered years.
- No more than 2 Steering Committee Members (all positions) are eligible from each Health Care for the Homeless site.