

**Respite Care Providers' Network
Steering Committee
Roles and Responsibilities**



2024



Name of the Organization

The name of the organization is Respite Care Providers' Network (henceforth referred to as the RCPN). The Respite Care Providers' Network operates under the authority and control of the National Health Care for the Homeless Council, Inc. (henceforth referred to as the National Council). The National Institute for Medical Respite Care (henceforth referred to as NIMRC) is a special program of the National Health Care for the Homeless Council whose primary focus is on expanding medical respite (or recuperative) care programs in the U.S. The role of the RCPN Steering Committee is to guide and inform the vision and objectives for the Council's medical respite work and its Membership needs through monthly meetings, an annual leadership summit, and work plan.

Mission and Goals

Mission

The mission of the RCPN is to improve the health status of people experiencing or facing homelessness by supporting programs that provide medical respite care (also known as recuperative care) and related services. The RCPN has always been rooted in collaboration, and the opportunity for providers to connect as a community remains one of the most important values of this network.

RCPN Steering Committee Membership

Steering Committee 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.
- Steering Committee Members are expected to participate in the annual October Steering Committee meetings. In-person attendance is preferred when meetings are held in-person, but virtual participation will be supported.
- 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 Council.
- Members are strongly encouraged to attend the annual National Health Care for the Homeless Conference.
- Steering Committee Members will recruit and orient new Steering Committee Members.
- Steering Committee Members will serve without compensation.

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 liaison 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 their 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.

Steering Committee Nominations 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 formed from the existing Steering Committee Members, and must include the Chair or Vice 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, and self-nomination by Members is acceptable and encouraged.
- All candidates must become Members of the Respite Care Providers' Network within one month of being elected to the Steering Committee, except for individuals with lived experience/ or a past user of medical respite services.
- All candidates must have a combined 3-5 years of experience with medical respite care or medically vulnerable populations (such as working within a program, planning and implementing a new program, serving as a partner to a program, working on state or policy initiatives that support or impact medical respite care, etc.)
- The Steering Committee will identify additional eligibility or experiences with each nominations cycle to support the balance and diversity of the Steering Committee.
- The Steering Committee will determine the application process each year in alignment with NHCHC and other Network Steering Committees, including modifications for consumers/ people with lived experience.

Steering Committee Elections Process

- The Nominating Committee will prepare a slate of Steering Committee nominees considering the need for diversity of discipline, geographic location, and demography among those candidates who are interested, available, and qualified.
- The Nominating Committee will interview the slate of nominees along with reviewing the submitted application.
- The Nominating Committee will select the new Steering Committee Members using a consensus process based on the interviews and applications reviewed and consider the needed balance and diversity of the nominees and Steering Committee.
- The Steering Committee will approve the selected nominees set forward by the Nominating Committee.
- The incoming Steering Committee Members will be announced to the RCPN at the National Health Care for the Homeless Council Conference or virtual All Member Meeting, and through the RCPN Newsletter.

Steering Committee Terms of Office

- Each Steering Committee Member is elected to serve a three-year term.
- Members of the Steering Committee may serve two (2) full consecutive terms. A second term will be offered to all Steering Committee Members in good standing at the end of their first term.
- After a one-year absence from the Steering Committee, a Member may be elected to the Steering Committee again.
- The selection of the Steering Committee Membership will be staggered with one third of the Membership elected each year
- Steering Committee Members assume office at the beginning of the fiscal year (July 1st) following their nomination and selection.
- In the event a Steering Committee Member needs to resign their seat, they should notify the Committee Chair or staff liaison 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 or in alignment with the NHCHC by-laws.