

Savannah Chatham Continuum of Care (CoC)

761 Wheaton Street, Savannah, GA 31401, 912.790.3400

Board Member Job Description

Thank you for agreeing to serve on the board of directors of the CoC. We appreciate your commitment to the critical work of reducing and eliminating homelessness in our community. You were selected for your knowledge, commitment, wisdom and ability to work with others with diverse viewpoints to address this critical issue.

Essential Duties:

1. Oversee the operation of the CoC, the Homeless Management Information System (HMIS) and CoC short and long term planning.
2. Make a priority and regularly attend quarterly board meetings (January, April, July, October), a scheduled orientation and retreats (if scheduled).
3. Prepare in advance for the board meeting by reviewing your board packet.
4. Participate in board discussion, ask questions, and make recommendations utilizing a strategic approach.
5. Attend assigned committee meetings that occur in months when the board does not meet..
6. Adhere to the CoC Code of Conduct.
7. Follow the CoC Governance Charter and periodically recommend changes to better meet the needs of the CoC and those it serves.
8. Agree not to influence discussions or resulting decisions concerning the award of a grant or other financial benefit to the organization that the member represents.
9. Regularly share the work of the CoC with community members to increase CoC visibility and increase the public's understanding of the causes and solutions to homelessness.

Essential Duties:

1. Consider serving as a board officer, lead a committee or both
2. Keep in mind potential replacements for you when your board service is complete.

June 2014