



JOB DESCRIPTION

Homeless Prevention & Response System Advisory Council

Roles & Responsibilities

1. Oversee and advocate for the overall Continuum of Care geographic area
2. Ensure adequate resources for the Anchorage Homeless Prevention & Response System (HPRS)
3. Enhance the Anchorage Homeless Prevention & Response System's public standing
4. Determine, monitor, and strengthen the Anchorage Homeless Prevention & Response System's programs and roles
5. Serve as an active advocate and ambassador for the Anchorage Homeless Prevention & Response System

Elected members commit to the following to be a strong advocate and steward for the mission of the Homeless Prevention & Response System Advisory Council:

- Attend and actively participate in Anchorage Advisory Council meetings and committee functions.
- There is high demand to serve on the Advisory Council and attendance is critical to allow for true representation and governance, and I understand two or more unexcused absences in the most recent four (4) Advisory Council meetings may result in removal from the Council.
- In case of absence, verbal or written notice shall be requested to the Advisory Council Chair and/or to the ACEH designated staff member within 24 hours prior to the meeting to be considered excused.
- Participate in at least one Homeless Prevention & Response System committee.
- Arrive at meetings on time and stay for the full agenda unless I have provided prior notice.
- Recognize the responsibility we have to our vulnerable community members, will hold the community to a high standard of performance Understand Advisory Council roles and responsibilities and become sufficiently knowledgeable about the Homeless Prevention & Response System and its operations to make informed decisions.
- Read materials sent to the Advisory Council and come prepared to Advisory Council and committee meetings.

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ANCHORAGE COALITION TO
END HOMELESSNESS

- Ask for clarification on matters or materials that I do not understand before making a decision.
- Listen carefully to other Advisory Council Members and staff with an open mind and an objective perspective.
- Actively work towards decisions and solutions that are in the geographic area's best interests.
- Understand the legal responsibilities that I assume as an Advisory Council Member.
- Respect and maintain confidentiality of the Advisory Council and ACEH Board's business.
- Maintain confidentiality about all internal matters of the ACEH organization.
- Avoid conflicts of interest as detailed in the Conflicts of Interest Policy.
- Avoid discrimination and abide by the principles of equal opportunity.
- Adhere to the Advisory Council Governance Charter, ACEH Bylaws, policies, and governing resolutions.