

**GOVERNANCE CHARTER  
OF  
ANCHORAGE HOMELESS RESPONSE SYSTEM  
(CONTINUUM OF CARE)  
ADVISORY COUNCIL**

**ARTICLE I – PURPOSE AND FUNDAMENTAL PRINCIPLES**

1.1 PURPOSE OF GOVERNANCE CHARTER

This Governance Charter sets out the roles and responsibilities of the Anchorage Homeless Response System (HRS), with jurisdiction over the Anchorage Continuum of Care (CoC) geographic area. This Charter provides, at a minimum, the fundamentals required for operation of the Advisory Council, acting on behalf of the Anchorage CoC. The Advisory Council recognizes that this is a living document and may be revised as the Continuum matures to further define roles and responsibilities of stakeholders throughout the geographic area. Additional documentation for policy and procedures will be drafted to address and support specific details required to execute the operations of the CoC.

1.2 PURPOSE OF THE CONTINUUM OF CARE

The purpose of the Advisory Council is to create a collaborative community-based process for managing and planning the allocation of homeless assistance resources and programs efficiently, while meeting the needs of the community's vulnerable populations and prioritizing those experiencing, or at-risk of experiencing, homelessness. More information on the purpose, responsibilities, and structure of the CoC shall be found in [Appendix A, Part 578 – Continuum of Care Program](#).

**ARTICLE II – ADVISORY COUNCIL**

2.1 ADVISORY COUNCIL BODY

The Anchorage Coalition to End Homelessness (ACEH) is organizationally governed by the body of the ACEH Board of Directors and adheres to the established By-Laws. The Advisory Council is administered by the ACEH Board of Directors and shall work closely with the [Board Members](#) and [ACEH Staff](#) to account for community-wide scope of work. The body of the Advisory Council shall adhere to the following, but is not limited to:

- A sitting [Advisory Council Member](#) must maintain General Membership
- The Advisory Council shall be composed of no more than twenty (20) "Advisors", but no less than eleven (11)
- Appointments for [Advisory Council Members](#) are detailed in [Appendix A, ACEH Board of Directors By-Laws](#)
- The Advisory Council designated seats are detailed in [Appendix A, ACEH Board of Directors By-Laws](#)
- Details of representatives to be included in the makeup of the Advisory Council can be found in [Appendix A, Part 578 – Continuum of Care Program](#) and/or in [Appendix A, ACEH Board of Directors By-Laws](#)
- An [Advisory Council Member](#) may represent more than one subpopulation or affiliation
- The Advisory Council Body will hold at minimum two annual meetings as defined in [Appendix A, Part 578 – Continuum of Care Program](#), with the intent to convene regular monthly meetings, open to General Membership attendance and participation
- The Advisory Council will report community recommendations to the ACEH Board of Directors on a quarterly basis, at minimum having protected time on the agenda of the ACEH Board agenda to ensure direct communication between the two bodies. Additionally, the Advisory Council Chair will hold the only designated seat on the ACEH Board (during the first two years of the Advisory Council, the Chair and the Vice-Chair will hold designated seats)
- In the event of [Advisory Council Member](#) conflict, concern shall be brought to the ACEH Board of Director Officers, or Advisory Council Officers

## 2.2 ADVISORY COUNCIL ELECTIONS AND TERMS OF OFFICE

- Elections for the Advisory Council will be held at the time of an annual General Membership meeting. Elections will be directed by the outlined structure in [Appendix A, ACEH Board of Directors By-Laws](#)
- In the event of a vacancy, the Advisory Council will provide recommendations to the ACEH Board of Directors Chair for appointment to fill the interim role. The person(s) appointed shall serve until the time of the Annual General Membership Meeting where they will be subject to re-election as detailed within [Appendix A, ACEH Board of Directors By-Laws](#)
- Advisor Council Member term limits are outlined and detailed in [Appendix A, ACEH Board of Directors By-Laws](#)
- Advisory Council Officers will consist of a Chair and Vice-Chair
- Designated seats and supporting roles to the ACEH Board of Directors details can be found in [Appendix A, ACEH Board of Directors By-Laws](#)

## 2.3 QUORUM

A majority of the [Advisory Council Members](#), as the recommending body to the ACEH Board of Directors and representatives of the CoC, will constitute a quorum at all meetings; if 51% of the [Advisory Council Members](#) are not in attendance at a meeting, no votes shall take place during the meeting.

No proxy vote will be recognized to meet quorum, nor will it count towards the final count of the Advisory Council vote. No [Advisory Council Member](#) shall vote on any item which presents a real or perceived Conflict-of-Interest, as defined in [Appendix A, Conflict of Interest Policy](#).

## 2.4 ADVISORY COUNCIL ROLES AND RESPONSIBILITIES

The Advisory Council is responsible for ensuring that the CoC completes all relevant and required geographic area tasks. The Advisory Council is also responsible for compliance with established HUD regulations pertaining to the CoC including, but not limited to (more details and information can be found in [Appendix A, Part 578 – Continuum of Care Program](#)):

### **Initial activities needed to establish the Advisory Council:**

- Adopting and following the written process for selecting an Advisory Council to represent the Anchorage CoC, more details and information can be found in [Appendix A, ACEH Board of Directors By-Laws](#) as well as [Appendix A, Part 578 – Continuum of Care Program](#)
- Developing and implementing written policies and procedures for the Advisory Council
- Reviewing, modifying and implementing written standards for the CoC as per HUD regulation including but not limited to:
  - Outreach, Shelter, Supportive Housing standards
  - HMIS governance and policy, in partnership with the Alaska Coalition on Housing and Homelessness
  - Coordinated Entry policy and procedures
- Develop and maintain a community-wide evaluation process for programs working within the CoC including, but not limited to, Emergency Solutions Grants (ESG) and CoC-funded programs within the geographic area, and communicating evaluation results to funders and policy makers via the ACEH Board of Directors

### **Annual Responsibilities:**

- Holding a minimum of two (2) General Membership meetings, one of which shall include voting upon [Advisory Council Members](#) and the second shall include voting upon the annual CoC priorities recommended by the Advisory Council
- Extending invitation for new [General Members](#) to join, making the invitation publicly available and working to ensure that invitations are made accessible for minority populations, including those currently experiencing homelessness and person(s) with disabilities; ensuring that an updated membership roster is obtained
- Reviewing and updating the written Advisory Council Governance Charter
- Reviewing and updating the CoC written standards
- Reviewing and updating the community evaluation processes and data output identifying community areas of strength and opportunities for development

- Completing a CoC-wide Gap Analysis, recommending community priorities to the General Membership for voting and sharing agreed upon priorities with policy makers and funders for advocacy purposes

***As-needed and on-going Responsibilities:***

- Appointing additional Committees, Subcommittees, or Task Groups as needed or identified to address community developments
- Responding to developing community events and/or changes that cause changes to the Homeless Response System's ability to make homeless rare, brief and one-time

2.5 GENERAL MEMBERSHIP

Further details about the General Membership shall be described in [Appendix A, ACEH Board of Director By-Laws](#).

2.6 ATTENDANCE

Regular attendance and participation in the Advisory Council activities is required. [Advisory Council Members](#) must actively participate in two (2) of the most recent four (4) Advisory Council meetings in order to remain in good standing. In case of absence, verbal or written notice shall be requested to the Advisory Council Board Chair within 24 hours' notice prior to the meeting to be considered excused. [Advisory Council Members](#) failing to meet participation and attendance requirements shall be subject to removal and/or replacement.

2.7 ADVISORY COUNCIL COMMITTEES

For details on policy and process for each Advisory Council Standing Committee, reference [Appendix A, Anchorage Communities of Practice](#).

The Advisory Council will stand up and support the following Committees:

- Outreach Community of Practice
- Prevention and Diversion Community of Practice
- Shelter Community of Practice
- Supportive Housing Communities of Practice

Each Community of Practice (CoP) requires a written charter, to be reviewed annually, and meeting minutes documenting activities. Each CoP will also provide written updates monthly to the Advisory Council. Based on CoC priorities, [ACEH Staff](#) may augment and support specific CoPs. [Advisory Council Members](#) are expected to chair, and staff other committees as needed. Each committee representing the Anchorage CoC shall select a Chair and Co-Chair elected by Committee Members annually. Each committee shall be responsible for establishing regular recurring meetings and making their calendar available to the Advisory Council. Requirements and standards include, but are not limited to:

- A minimum of one (1) [Advisory Council Members](#) must sit on the Standing Committees
- Each committee will be responsible to distribute a written agenda to committee members at least 48 hours prior to the scheduled meeting and make them available to the Advisory Council
- Each committee will record meeting minutes of each official committee meeting and make them available to the Advisory Council
- Documentation shall be electronically delivered to ACEH for records and archival purposes, and CoC distribution
- Committee Chair will be responsible for reporting risks and progress to the Advisory Council
- The Advisory Council, by a majority vote of the quorum, may eliminate a Task Group or Committee, except for the Advisory Council and established CoPs, if it is determined to be unnecessary to support the work of the Anchorage CoC

On occasion, the Advisory Council, as representative of the Anchorage CoC, will need to complete specific, time-sensitive tasks for compliance and advancement of the goals, priorities, and scope of work for the CoC. [General Members](#) may be invited to participate to serve in such Task Groups or on committees.

2.8 CoC DESIGNEES

The CoC (Advisory Council) is responsible in designating a Collaborative Applicant, the entity designated to apply for a grant for Continuum of Care planning funds on behalf of the Continuum. The organization designated as the Collaborative Applicant for the Anchorage CoC is ACEH. For more details on Continuum designees, reference [Appendix A, Part 578 – Continuum of Care Program](#).

The CoC (Advisory Council) is responsible in designating an HMIS Lead, the entity designated in accordance to operate the Continuum’s HMIS on its behalf. The organization designated as the HMIS Lead for the Anchorage CoC is ACEH. For more details on Continuum designees, reference [Appendix A, Part 578 – Continuum of Care Program](#).

## 2.9 CODE OF CONUDCT AND RECUSAL PROCESS

No Advisory Council Member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the Advisory Council Member represents. Advisory Council Members must adhere to the Conflict of Interest Policy, for details reference [Appendix A, Conflict of Interest Policy](#). All voting Advisory Council Members shall have the right to recuse themselves from voting on a matter without providing excuse.

## ARTICLE III – AMENDMENTS

### 3.1 AMENDMENTS

The Governance Charter shall be reviewed annually. Periodically, the Governance Charter may be altered, amended or repealed and a new Governance Charter may be adopted by the Anchorage Advisory Council with established quorum.

## **Appendix A – Referenced Resources**

The ACEH Board of Director By-Laws document can be found on the ACEH webpage.

- <https://anchoragehomeless.org/>

The Conflict-of-Interest Policy can be found on the ACEH webpage.

- <https://anchoragehomeless.org/>

The details for referenced Part 578 – Continuum of Care Program HUD Regulations can be found at the following URL:

- <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578.7>

The details for referenced Community of Practice policies and procedures can be found on the ACEH webpage.

- <https://anchoragehomeless.org/>

## Appendix B – Responsibilities Matrix

Role	Responsibilities
<p><b>ACEH Board Member</b></p> <p><b>ACEH Board of Directors</b></p> <p><i>Organizational oversight of ACEH</i></p>	<ul style="list-style-type: none"> <li>• Responsible for overall ACEH organizational oversight, as depicted in the ACEH Board of Director’s By-Laws</li> <li>• Responsible for providing annual recommendations to the CoC general membership for Advisory Council seats</li> <li>• Responsible for annual confirmation of CoC priorities based upon recommendations of the Advisory Council</li> <li>• Responsible for advocacy and fundraising efforts around CoC priorities</li> <li>• ACEH Board of Director Membership roles are defined and identified in <a href="#">Appendix A, ACEH Board of Directors By-Laws</a></li> <li>• Oversees ACEH Executive Director</li> <li>• Supports Advisory Council</li> </ul>
<p><b>ACEH Staff</b></p>	<ul style="list-style-type: none"> <li>• Employed by the ACEH organization</li> <li>• Oversight administered by the ACEH Board of Directors</li> <li>• Manage and staff the day to day operations of the CoC including providing facilitation and support to the ACEH board and Advisory Council</li> </ul>
<p><b>Homeless Response System (HRS) Advisory Council Member</b></p> <p><b>HRS Advisory Council</b></p> <p><i>Representing the Anchorage Continuum of Care</i></p>	<ul style="list-style-type: none"> <li>• Appointed and elected Advisory Council Member serves in the interest of the Anchorage CoC geographic area community-wide priorities</li> <li>• Collaborates with Advisory Council Members, General Members, Board of Director Members, and community members to facilitate and streamline services to best serve individuals experiencing homelessness</li> <li>• Acts on behalf of the CoC including General Membership and those experiencing homelessness</li> <li>• Responsible for analyzing community needs, developing community priorities and communicating those priorities to the ACEH Board of Directors with the goal of making homelessness rare, brief and one-time</li> <li>• Responsible for designating a CoC Collaborative Applicant to coordinate the HUD Annual Application with responsibilities as identified in <a href="#">Appendix A, Part 578 – Continuum of Care Program HUD Regulations</a></li> <li>• Responsible for designating an HMIS Lead with responsibilities as identified in <a href="#">Appendix A, Part 578 – Continuum of Care Program HUD Regulations</a></li> </ul>
<p><b>General Member</b></p>	<ul style="list-style-type: none"> <li>• Open to any natural person who is a resident of the Municipality of Anchorage</li> <li>• Annual application renewal is required to remain in good standing</li> <li>• Membership roles are identified in <a href="#">Appendix A, ACEH Board of Directors By-Laws</a></li> </ul>

## Document Control Information

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### Distribution of Final Document

The following individuals are designated recipients of the final version of this document.

Name	Organization
Anchorage CoC	ACEH Board of Directors, Anchorage CoC