



Advisory Council Job Description Anchorage Homeless Prevention & Response System

Roles & Responsibilities

1. Oversee and advocate for the overall Continuum of Care geographic area
2. Ensure adequate resources and sustainability plan 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

As a member of this HPRS Advisory Council, I commit to the following to be a strong advocate and mission steward for the Anchorage 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.
- 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.
- Maintain membership with ACEH for the entirety of Advisory Council service.

HPRS Advisory Council Member Name

HPRS Advisory Council Member Signature

Date

Conflict of Interest Policy

A conflict of interest exists when an actual or perceived interest by an Anchorage Coalition to End Homelessness (ACEH) Board Member and/or Homeless Prevention & Response System (HPRS) Advisory Council Member causes them to participate in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

A conflict of interest occurs when an ACEH Board Member or HPRS Advisory Council Member has a direct or indirect fiduciary or financial interest in or relationship to (including, but not limited to), ownership, employment, contractual, creditor, or consultative relationship; or Board, Advisory Council, or staff membership in a business, organization, program or other entity and:

- The ACEH Board Member or HPRS Advisory Council Member has a direct financial, contractual or other recognized relationship with such entity, and / or such entity is the direct or indirect subject of a decision by the CoC.
- No ACEH Board Member or Advisory Council Member shall use their position, or the knowledge gained there from, in such a manner that a conflict between the interest of the organization or any of its affiliates and their personal interests arises.
- If an ACEH Board Member or HPRS Advisory Council Member has an interest in a proposed transaction in the form of a personal financial interest, or in any organizations involved in the transaction, or holds a position as trustee, director, or office in any such organization, they must make full disclosure of such interest before any discussion or negotiation of such transaction.
- Any ACEH Board Member or HPRS Advisory Council Member who is aware of a potential conflict of interest with respect to any matter coming before the Board, Advisory Council, or any Committee is obligated to disclose such a conflict of interest to the entire Board and / or Advisory Council.

Please retain this page for your records. Signature and disclosures
required on next page.



Conflict of Interest Policy

I have received, read and understand fully the Conflict of Interest Policy given here and will comply by bringing any potential conflict of interest situations to the Board and / or Advisory Council for consideration.

Name (Print)

Signature

Date

Please check one of the following:

- I am either employed by, a consultant for, an officer of, or a Board or Advisory Member of the following organization(s), which have received, may seek, or are eligible for funding under HUD guidelines. This declaration also extends to any family member. I declare the following conflict of interest:**

Organization: _____

Title: _____

Period of Affiliation: _____

Organization: _____

Title: _____

Period of Affiliation: _____

Please attach additional pages if necessary



- I am either employed by, a consultant for, an officer of, or an ACEH Board or Advisory Member of the following organization(s), which have received or may seek business / financial opportunities with the Continuum of Care (CoC). This declaration also extends to any family member. I declare the following conflict of interest:**

Organization: _____

Title: _____

Period of Affiliation: _____

Organization: _____

Title: _____

Period of Affiliation: _____

Please attach additional pages if necessary

- I do not have an apparent conflict of interest**

- I am either employed by, a consultant for, an officer of, or an ACEH Board or Advisory Member of the following organization(s), which have received or may seek business / financial opportunities with the Continuum of Care (CoC). This declaration also extends to any family member. I declare the following conflict of interest:**

Organization: _____

Title: _____

Period of Affiliation: _____

Organization: _____

Title: _____

Period of Affiliation: _____

Please attach additional pages if necessary

- I do not have an apparent conflict of interest**

Statement of Support

Being mindful of the interests of those experiencing homelessness or with lived experience, service providers, investors and the community, we the members of the Anchorage Coalition to End Homelessness (ACEH) strive to:

- Uphold the Mission, Vision, and Core Values of ACEH
 - Vision: *Homelessness in Anchorage is rare, brief, and one-time*
 - Mission: *Provide dynamic leadership to unite Anchorage in making homelessness rare, brief, and one-time*
 - Core Values: *Dignity, Respect, Equity, Compassion*
- Develop and support robust and coordinated housing and support systems with connections to meaningful work and community
- Develop and maintain the infrastructure to collect, analyze, and share data to set targets, monitor results, and prioritize community needs, in partnership with providers, funders and policy makers, to achieve and maintain functional zero
- Advocate for those experiencing and those at risk of homelessness
- Amplify the voices of those with lived experience of homelessness
- Coordinate and leverage community resources, informed by data and best practices, to make homelessness rare, brief, and one-time
- Strengthen a representative community coalition to engage stakeholders

I understand that all partner members of the ACEH have an equal vote and that a majority vote of the membership present at a meeting, or responding manner allowed by the By-Laws or Advisory Council Charter, represents a vote of the entire ACEH as a whole.

Members are individuals or organizations that support the mission of ACEH and wish to collaborate in order to achieve the mission of ACEH, that *homelessness in Anchorage is rare, brief, and one-time*.

Membership requirements include:

- Must meet minimum standards of accountability; acting in a way consistent with the membership statement of support. No individuals or organizations can speak on behalf of the Anchorage Coalition to End Homelessness without express permission of the Board of Directors.
- Commit to attend the Advisory Council Meetings and Membership Meetings.
- Pay the annual partner membership dues. Those experiencing homelessness or those with lived experience for whom the fee would be a financial barrier may have



ANCHORAGE COALITION TO
END HOMELESSNESS

Policy

membership dues waived by contacting secretary@aceh.org. The membership dues are for the fiscal year, covering the membership year July 1 – June 30. Membership must be renewed each year.

I have received, read and understand fully the Statement of Support and will comply with the statement by bringing any potential conflict of interest situations to the Board for consideration.

Name (Print)

Signature

Date



Memorandum of Understanding

The purpose of this Memorandum of Understanding (MOU) is to formally establish a framework for cooperation with the Anchorage Coalition to End Homelessness (ACEH) and its governance. The intent of this MOU is to set expectations in the relationship with ACEH.

ACEH has been established with the following intended mission in mind: to provide dynamic leadership to unite Anchorage in making homelessness rare, brief, and one-time.

The Parties shall endeavor to work together to develop and establish policies and procedures that will promote and sustain ACEH and the Anchorage Continuum of Care (CoC) and intend to maintain a product and / or services that meets or exceeds all business needs.

It is the desire of the Parties participating in this MOU Agreement that this document will serve as an agreement between the Parties to work together in such a manner that would promote a genuine atmosphere of collaboration and alliance in the support of an effective and efficient partnership and leadership meant to maintain, safeguard and sustain sound and optimal managerial, financial, operational, and administrative commitment with regards to all matters related to ACEH.

The Parties acknowledge and understand that they must be able to fulfill their responsibilities under the MOU in accordance with the provisions of the law and regulations that govern their activities. Nothing in the MOU is intended to negate or otherwise render ineffective any such provisions or operating procedures. The Parties assume full responsibility for their performance under the terms of this MOU.

If at any time either party is unable to perform their duties or responsibilities under this MOU consistent with such party's statutory and regulatory mandates, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

The signing of this Memorandum of Understanding does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

Name (Print)

Signature

Date