

GOVERNANCE CHARTER of the ANCHORAGE HOMELESS PREVENTION AND RESPONSE SYSTEM ADVISORY COUNCIL (CONTINUUM OF CARE)

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 Prevention and Response System (HPRS) Advisory Council (HPRSAC), which has jurisdiction over the Continuum of Care (CoC) serving the Municipality of Anchorage geographic area as mandated by U. S. Department of Housing and Urban Development (HUD) per Title 24, Part 578 of the Code of Federal Regulations. For more details on jurisdiction and oversight, reference [Appendix A, Part 578 – Continuum of Care Program](#).

The Anchorage Coalition to End Homeless (ACEH) Board of Directors established the Advisory Council and delegated CoC oversight to them as described in the ACEH Bylaws. [Appendix A, ACEH Board of Directors Bylaws](#).

This Charter provides, at a minimum, the fundamentals required for the operation of the Advisory Council, and its volunteers, acting on behalf of the Anchorage CoC. The Advisory Council recognizes that this is a living document and may be revised as the CoC matures to further define roles and responsibilities of stakeholders throughout the geographic area. This document will be reviewed by the Advisory Council at minimum one time per year. 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 and delivery of homeless prevention and 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. CoCs are designed to: Promote a community-wide commitment to the goal of ending homelessness; Provide funding for efforts for rapidly re-housing homeless individuals and families; Promote access to and effective use of mainstream programs; and Optimize self-sufficiency among individuals and families 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](#).

1.3 CoC DESIGNEES

The Advisory Council is responsible for 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 Anchorage Coalition to End Homelessness (ACEH). For more details on Continuum designees, reference [Appendix A, Part 578 – Continuum of Care Program](#).

The Advisory Council is responsible for designating a Homeless Management Information System (HMIS) Lead to manage the Continuum's HMIS on its behalf. The organization designated as the HMIS Lead for the Anchorage CoC is ACEH. ACEH may delegate HMIS operations to a qualified third party. For more details on Continuum designees, reference [Appendix A, Part 578 – Continuum of Care Program](#).

1.4 EQUAL OPPORTUNITY

Equal opportunity for all persons, regardless of race, color, religion, gender, national origin, age, height, weight, marital status, sexual preference, or disability, is a fundamental policy of ACEH and the Advisory Council. The Advisory Council

is also committed to assuring equal opportunity and non-discrimination in all aspects of volunteering. The Advisory Council recognizes an ethical and legal imperative to go beyond the letter of the law in designing and implementing programs that ensure equality of treatment for all persons in our Continuum of Care. Clients, contractors, employees, and volunteers who experience any discrepancy between this policy and actual practice are encouraged to address their concerns in writing to the Chair of the Advisory Council or the Executive Director of ACEH.

ARTICLE II – ADVISORY COUNCIL

2.1 ADVISORY COUNCIL BODY

The Anchorage Coalition to End Homelessness (ACEH) is the HUD-designated lead organization for the Anchorage CoC and is solely governed by its Board of Directors (herein known as “the Board” or “ACEH Board”) per the ACEH Bylaws. The ACEH Board ensures the operational health of ACEH as an organization. For more details on how the board engages with the Advisory Council, see [Appendix A, ACEH Bylaws](#). The Advisory Council shall work collaboratively with the ACEH Board Members and ACEH staff to fulfill its mission.

The Advisory Council governs the work and policies of the entire Homeless Prevention and Response System as the Anchorage CoC. The work of the Advisory Council is supported by ACEH staff. The body of the Advisory Council shall adhere to, but is not limited by, the following:

- The Advisory Council shall be composed of no more than twenty (20) but no less than eleven (11) “Advisors”, per ACEH Bylaws.
- A sitting [Advisory Council Member](#) must maintain General Membership in ACEH and be a member in good standing through the entirety of their term; more information is detailed in [Appendix B, Responsibilities Matrix](#).
- Appointments and election of [Advisory Council Members](#) are governed by ACEH Bylaws **and section 2.3 below**.
- The Advisory Council will meet at least quarterly per ACEH Bylaws and provide ample opportunity for General Membership participation. Regular meeting dates, times, and locations are determined by the elected body.
- 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 meeting to ensure direct communication between the two governing bodies.
- The Advisory Council Chair will hold the only designated seat on the ACEH Board per ACEH Bylaws.
- The Advisory Council shall have an Executive Committee which will consist of the Chair, Vice-Chair, and current Committee Chairs.
- In the event of an [Advisory Council Member](#) conflict, the concern shall be brought to the attention of the Advisory Council Chair or Vice-Chair. Potential conflicts of interest are described in [Section 4.4](#) of this charter.

2.2 DESIGNATED SEATS

To ensure that the Advisory Council is representative of the relevant organizations and of projects serving homeless subpopulations within the Municipality of Anchorage at least one member shall be a person who has experienced, or is experiencing, homelessness and currently lives in the Municipality, as recommended in ACEH Bylaws and required by HUD.

The Advisory Council will be comprised of members from the nonprofit, private, and government sectors, relevant organizations, and those representing projects servicing homeless subpopulations and the general community within the Municipality; 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 [Appendix A, ACEH Bylaws](#).

The Advisory Council shall strive to include representatives from all subpopulations (**as defined by HUD**) within the CoC to the extent that someone is available and willing to represent that subpopulation on the Council. An [Advisory Council Member](#) may represent more than one subpopulation or affiliation.

2.3 ADVISORY COUNCIL ELECTIONS AND TENURE

Elections for the Advisory Council will be held at the time of an annual ACEH general membership meeting. Advisory Council Members shall serve until they resign, are removed or their successors are qualified and elected. There are no term limits for Councilors. Designated seat and ACEH Board of Directors supporting role details can be found in [Appendix A, ACEH Bylaws](#).

Recruitment for potential nominees to the Advisory Council will occur and applications will be accepted throughout the year. In May of each year, the Advisory Council Executive Committee will review the applications on hand and compare the attributes of each candidate to the CHARACTERISTICS, STRENGTHS, BACKGROUND, & EXPERIENCE matrix. Each applicant will be contacted to confirm that they are still interested in being on the Advisory Council. Applicants with the support of the Advisory Council Executive Committee will be referred to the Council as nominees for any open seats identified before the Annual General Membership Meeting, usually held during June of each year. Election of Councilors for open seats will be held electronically prior to the Annual General Membership Meeting. After the election results are tabulated and new members are notified, Councilors will be asked to volunteer for any Advisory Council Officer seats that may need to be filled. If there are more volunteers than there are positions, an additional election will be held during that or the next Advisory Council executive session. Advisory Council Officers, at minimum, will consist of a Chair and Vice-Chair. A Councilor may be removed upon the affirmative vote of two-thirds (2/3) of the Councilors then serving on the Advisory Council at a meeting of the Advisory Council duly noticed and called for such purpose. A Councilor may resign at any time by giving written notice to the Chair or the Advisory Council.

In the event of a mid-term vacancy, the Advisory Council Executive Committee will provide recommendations to the Advisory Council for an 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 above.

2.3 QUORUM

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

Proxy votes will not be allowed. No [Advisory Council Member](#) shall vote on any item which presents a real or perceived Conflict-of-Interest, **as defined in section 4.4 and 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 tasks, as defined by HUD, within the AK-500 CoC service area. Additional information can be found in [Appendix A, Part 578 – Continuum of Care Program](#).

The Advisory Council is also responsible for compliance with established HUD regulations pertaining to the CoC including, but not limited to:

2.4.1 Initial activities needed to establish the Advisory Council:

- Adopt and follow the written process for selecting an Advisory Council to represent the Anchorage CoC. Additional information can be found in [Appendix A, ACEH Bylaws](#) as well as [Appendix A, Part 578 – Continuum of Care Program](#)
- Develop and implement written policies and procedures for the Advisory Council
- Review, modify, and implement written standards for the CoC as per HUD regulation, including but not limited to:
 - Outreach, Shelter, and 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 community-wide standards for programs working within the CoC including, but not limited to, Emergency Solutions Grants (ESG) and CoC-funded programs within the geographic area

2.4.2 Annual Responsibilities:

- Hold a minimum of two General Membership meetings per year, one of which shall include the election of [Advisory Council Members](#);
Extend an invitation for new [General Members](#) to join from within the Municipality of Anchorage CoC geographic area at least annually; make the invitation publicly available and ensure that invitations are made accessible for minority populations, including those currently experiencing homelessness and person(s) with disabilities; ensure that an updated membership roster is maintained.
- Review and update the written Advisory Council Governance Charter.

- Review and update the CoC Written Standards, and offer support as needed to help CoC partners follow Written Standards.
- Review and update the community evaluation processes and data output identifying community areas of strength and opportunities for development.
- Monitor recipient and sub-recipient performance and evaluate outcomes.
- Complete a CoC-wide Gap Analysis, recommend community priorities to the General Membership, and share agreed-upon priorities with policymakers and funders for advocacy purposes.
- Maintain and operate a coordinated entry and assessment system, in consultation with the recipients of CoC and ESG program funds.
- At least biennially, or as required by the NOFO, plan for and conduct a point-in-time count of homeless persons within the Municipality of Anchorage.

2.4.3 As Needed and Ongoing Responsibilities:

- Appoint additional Committees, Subcommittees, or Task Groups as needed or identified to address community developments.
- Respond to developing community events and/or changes that can impact the Homeless Prevention and Response System's ability to make homelessness rare, brief, and one-time.
- Adopt and follow a written process to select a CoC body (in this case the Advisory Council) to act on behalf of the CoC; the CoC must review, update, and approve the selection process at least once every five years.

2.5 GENERAL MEMBERSHIP

Membership is maintained for an entire year, July 1 through June 30. Members must sign a Memorandum of Understanding and a Statement of Support with ACEH upon joining and must abide by the ACEH Bylaws. Further details about the General Membership are described in [Appendix A, ACEH Bylaws](#).

2.6 ATTENDANCE

Active participation in the Advisory Council activities, including committee meetings and monthly Council meetings, is expected. Any [Advisory Council Member](#) who has two (2) or more unexcused absences in the most recent four (4) Advisory Council meetings shall no longer be considered in good standing. An Advisory Council Member who wishes to be excused must forward a written request to the Advisory Council Chair and/or to the ACEH designated staff member at least 24 hours prior to the meeting in order to be considered excused. [Advisory Council Members](#) failing to meet attendance requirements shall be subject to removal and/or replacement.

2.7 ADVISORY COUNCIL COMMITTEES

In addition to the Executive Committee, as referenced in section 2.1, the Advisory Council will stand up and support, at minimum, the following Committees:

- Community Priorities Committee
- Data Committee
- Compliance Committee

Each Committee must adopt a written charter, to be reviewed annually by the Committee and approved by the full Advisory Council, and must maintain written documentation of Committee activities. Each Committee will also provide written and/or verbal updates monthly to the Advisory Council.

[Advisory Council Members](#) are expected to chair and staff other committees as needed. Each committee representing the Anchorage CoC shall select a Chair elected by Committee Members annually. Each committee shall be responsible for establishing regular recurring meetings and making its calendar available to the Advisory Council.

Requirements and best practice standards include, but are not limited to:

- A minimum of one (1) [Advisory Council Member](#) must sit on the Standing Committees.

- Committee Chair will be responsible for reporting compliance and other risks and progress to the Advisory Council.
- Each committee shall select a committee secretary to record Committee activity (e.g., meeting minutes) of each official committee meeting and provide monthly summaries to the Advisory Council in the format identified by ACEH staff.
- Documentation of committee activity shall be electronically delivered to ACEH for records and archival purposes, and CoC distribution.
- Each committee will be responsible for distributing a written agenda to committee members at least 48 hours prior to the scheduled meeting, and make them available to the Advisory Council upon request.
- [General Members](#) may be invited to serve on committees and/or task groups.

The Advisory Council may, by a majority vote of **the full Advisory Council**, eliminate an ad hoc committee or established committees, except for the Advisory Council itself, if it is determined they are unnecessary to support the work of the Anchorage CoC.

Based on CoC priorities, [ACEH Staff](#) may augment and support specific Committees.

ARTICLE III – KEY POLICIES AND PROCEDURES

3.1 COMMITMENT TO A RESPECTFUL AND SAFE WORK ENVIRONMENT

The Anchorage Coalition to End Homelessness and the Advisory Council are committed to providing staff, volunteers, and other stakeholders with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated.

In addition, ACEH and the Advisory Council strive to maintain a respectful workplace and public service environment that is free from violence, bullying, discrimination, and other offensive behavior. Such behavior can create an offensive work environment, adversely affect positive working relationships, and decrease productivity. Maintaining a respectful and safe work environment is a shared responsibility of management, employees, and volunteers.

ACEH and the Advisory Council encourage participants to bring any incidents of harassment, discrimination, or bullying to the immediate attention of the Council Chair or the Executive Director of ACEH.

3.2 POLITICAL ACTIVITIES

Advisory Council Members are encouraged to take an active interest and participate in the political and governmental process. However, except for registered lobbyists and others authorized to act on behalf of ACEH and/or the Advisory Council, Councilors (and volunteers) participating do so as individuals and not as representatives of ACEH and/or the Advisory Council. To avoid any inference of support or sponsorship by ACEH and/or the Advisory Council, a volunteer must never represent that his or her political donation, endorsement, or other political activity was made or engaged in with the approval, or on behalf, of ACEH and/or the Advisory Council. Likewise, volunteers must not engage in political activities during their volunteer service on behalf of ACEH and/or the Advisory Council.

3.3 CODE OF CONDUCT

ACEH staff, the Board of Directors, the Advisory Council, and all ACEH volunteers must, always, comply with all applicable laws and regulations. ACEH will not condone the activities of employees, Directors, Councilors and/or Volunteers who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. ACEH does not permit any activity that fails to withstand the closest possible public scrutiny. All business conduct should be well above the minimum standards required by law.

Accordingly, Employees, Directors, Councilors and/or Volunteers must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing ACEH's operations. Those uncertain about the application or interpretation of any legal requirements should refer the matter to the Chair or Vice-Chair, who, if necessary, **shall** seek appropriate legal advice.

The ACEH expects its Employees, Directors, Councilors, and/or Volunteers to always conduct themselves in a professional manner. Engaging in sexual harassment or in a way that could be construed as such is strictly prohibited.

All Employees, Directors, Councilors, and/or Volunteers will be required to sign the code of conduct to show they have read and understood the expectations outlined by the ACEH. For more details, see [Appendix A, ACEH Code of Conduct](#).

3.4 CONFLICT OF INTEREST POLICY & RECUSAL

The ACEH expects that its Employees, Directors, Councilors, and/or Volunteers will perform their duties conscientiously, honestly, and in accordance with the best interests of ACEH. No one must use their position, or the knowledge gained as a result of their position for private or personal advantage.

A conflict of interest exists when an actual or perceived interest by a Homeless Prevention & Response System 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. 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. All voting Advisory Council Members shall have the right to recuse themselves from voting on a matter without providing an excuse.

Any 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 Advisory Council. Council Members are required to carefully read ACEH's Conflict of Interest Policy and sign the document confirming receipt and understanding. Advisory Council Members must adhere to the *Conflict of Interest Policy*, for details reference [Appendix A, ACEH Conflict of Interest Policy](#).

ARTICLE IV – AMENDMENTS

4.1 AMENDMENTS

The Governance Charter of the Anchorage Homeless Prevention and Response System Advisory Council 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 **by a majority vote of the full Advisory Council**.

APPENDIX A – REFERENCED RESOURCES

The *ACEH Bylaws* document can be found on the ACEH webpage.

- <https://aceh.org/aceh-governance-boards/>

The ACEH *Code of Conduct* can be found on the ACEH Webpage.

- <https://aceh.org/aceh-governance-boards/>

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

- <https://aceh.org/aceh-governance-boards/>

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 *Continuum of Care (CoC) Written Standards* can be found on the ACEH webpage.

- <https://aceh.org>

Appendix B – Responsibilities Matrix

Role	Responsibilities
<p>ACEH Board Member</p> <p>ACEH Board of Directors</p> <p><i>Organizational oversight of ACEH</i></p>	<ul style="list-style-type: none"> • Responsible for overall ACEH organizational oversight, as depicted in the ACEH Bylaws • Responsible for providing annual recommendations to the CoC general membership for Advisory Council seats • Responsible for annual confirmation of CoC priorities based upon recommendations of the Advisory Council • Responsible for advocacy and fundraising efforts around CoC priorities • ACEH Board of Director Membership roles are defined and identified in Appendix A, ACEH Bylaws • Oversees ACEH Executive Director • Supports Advisory Council
<p>ACEH Staff</p>	<ul style="list-style-type: none"> • Employed by the ACEH organization • Oversight administered by the ACEH Board of Directors • Manage and staff the day-to-day operations of the CoC including providing facilitation and support to the ACEH board and Advisory Council
<p>Homeless Prevention and Response System (HPRS) Advisory Council Member</p> <p>HPRS Advisory Council</p> <p><i>Representing the Anchorage Continuum of Care</i></p>	<ul style="list-style-type: none"> • Appointed and elected Advisory Council Members serve in the interest of the Anchorage CoC geographic area community-wide priorities • 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 or at risk of homelessness • Acts on behalf of the CoC including the General Membership and those experiencing homelessness • 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 • Responsible for designating a CoC Collaborative Applicant to coordinate the HUD Annual CoC Application with responsibilities as identified in Appendix A, Part 578 – Continuum of Care Program HUD Regulations • Responsible for designating an HMIS Lead with responsibilities as identified in Appendix A, Part 578 – Continuum of Care Program HUD Regulations
<p>General Member</p>	<ul style="list-style-type: none"> • Open to any natural person who is a resident of the Municipality of Anchorage or any Anchorage area nonprofit or private sector entity or any governmental agency who is interested in becoming a member and who (except for an individual who is under 18 years of age) signs a Memorandum of Understanding and a Statement of Support • Annual application renewal and dues payment is required to remain in good standing • Membership is maintained for an entire year, July 1 through June 30, • Membership roles are identified in Appendix A, ACEH Bylaws

Document Control Information

Document Information	Homeless Prevention and Response System Advisory Council Governance Charter
Document Name	Governance Charter of Anchorage Homeless Prevention and Response System (Continuum of Care) Advisory Council
Project Name	Anchorage Continuum of Care
Participants	Anchorage Coalition to End Homelessness (ACEH) Board, Anchorage Continuum of Care (CoC)
Document Author	Jasmine Boyle
Document Version	V3.0
Document Status	Approved by Advisory Council
Approved Date	
File Name	HPRS Advisory Council Governance Charter_V2.0

Document Editing History

Version	Date	Additions / Modifications	Prepared / Revised By
1.0	11/08/2019	N/A	Jasmine Boyle
2.0	02/09/2021	Edits document in track changes version	Jasmine Boyle
3.0	05/16/2022	Edits, updates, and clarifications	Julie Frizzell, Helen Renfrew

Document Review / Approval History

Version	Date	Name	Organization / Title	Comments
1.0	11/08/2019	Lisa Aquino	ACEH Board Chair	Adopted by transitioning ACEH Board. To be reviewed upon the establishment and implementation of Advisory Council body.
2.0	02/25/2021	Katie Scovic	Advisory Council Chair	One-year revisions
3.0		Jessica Parks	Advisory Council Chair	

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, Advisory Council
Anchorage CoC	