

NCAB Leader Job Descriptions

The Chairperson will preside at all NCAB meetings. The Chairperson shall designate committees and sub-committees that may be necessary to carry out NCAB's purposes, policies and directives. The Chairperson will designate the chairperson of each committee and the persons to serve on those committees. The Chairperson will assist in agenda preparation for each meeting. The Chairperson shall serve as a member of the Board of Directors of the National Health Care for the Homeless Council. The Chairperson shall by virtue of office be a member of all committees except the Nominating Committee.

The Co-Chairs will be authorized to act in place of the Chairperson when directed by the Chairperson and/or when the Chairperson is absent or disabled. The Co-Chairs will have other duties as requested by the Chairperson and NCAB. In the absence of the Chairperson or in the event of an inability or refusal to act, the Co-Chair will perform the duties of Chairperson and, when so acting, will have all the powers of and be subject to all the restrictions upon the Chairperson. The Co-Chairs will perform other duties and have other powers as Chairperson and the Steering Committee from time to time recommend.

The Secretary shall keep minutes of NCAB Steering Committee meetings, and will assure that all members are informed of the agenda, time and place of each meeting. The Secretary will have other duties that are customary for a secretary of a board and as the Chairperson and the NCAB Steering Committee require. The Secretary will coordinate these efforts with NCAB Support Staff to make sure these activities are completed.

Members-at-Large shall be responsible for:

- Collecting and reporting consumer involvement on committees to the Steering Committee;
- Ensuring that agenda, minutes, and background materials arrive in advance of Committee meetings that they chair;
- Keeping the Steering Committee informed of issues related to committee work;
- Keeping the Steering Committee informed of feedback from consumer involvement on committees;
- Ensuring decisions are made using the consensus process
- Identifying needs of NCAB and reporting those to the Steering Committee and/or staff as appropriate;
- Facilitating meetings as needed; and
- Helping Regional Representatives with contacting NCAB members to update information, offer assistance, check-in, follow-up on technical assistance, etc.

Regional Representatives shall be responsible for:

- Representing 2 HRSA regions each to the Steering Committee – 1 & 2; 3 & 4; 5 & 7; 6 & 8; 9 & 10.
- Communicating regularly with CABs and consumers in their respective region
- Providing technical support to CABs in their respective region as requested by the National Health Care for the Homeless Council
- Attending Regional Trainings and other regional events as requested
- Participating in leadership development offered by the National Health Care for the Homeless Council, as funds allow
- Being ready and willing to serve on the Steering Committee should a vacancy present itself mid-term

- Working with other consumer leaders in the region to ensure continuity of consumer leadership
- Identifying and engaging consumer leaders to assist in the duties of connecting with local CABs and ensuring consumer participation at regional events
- Communicating with NCAB's Steering Committee as much as possible and reporting any regional news to the Steering Committee for possible national publication.