**The Vermont Coalition to End Homelessness  
Position Title: Board Member**

The Vermont Coalition to End Homelessness (VCEH) is the primary decision-making body of the federally-recognized Vermont Balance of State Continuum of Care. Consisting of a range of community stakeholders from across the state, VCEH’s work is grounded in its mission to end homelessness in Vermont through sharing information, developing resources, providing a forum for decision-making and to promote decent, safe and affordable shelter for all.

**Position Summary**

A board member is tasked with the general supervision of the affairs of the VCEH and is a representative of one of the following bodies: a Local Continuum of Care (CoC), a subpopulation, or an agency. A board member’s role is to guide VCEH towards its mission in a strategic, transparent and inclusive manner. All VCEH board members must follow VCEH’s Standing Rules. Board members are elected annually for a one-year term, which may be renewed annually.

**Specific Responsibilities**

*Attendance at VCEH meetings:* Review agenda and supporting materials prior to VCEH monthly, annual and special meetings. Participate in meeting discussions and share information with the Coalition, especially when the topic is relevant to board member’s work, geographical location of work or population served.

*Voting:* Review materials that VCEH will vote on prior to the meeting. Cast votes at meetings in a manner that is representative of the body the board members represents. To ensure that this happens, establish a clear process and understanding around vote decisions with the representing body.

*Sharing of Information:* Act as liaison between the VCEH decision-making body and board member’s representing body. Provide valuable information to the VCEH board relating to the board member’s representing body. If board member represents a local CoC, provide regular updates at Local CoC meetings on VCEH’s work, including but not limited to voting, legislative, committee and strategic planning updates.

*Committees and Workgroups:* Volunteer for and participate in committees and workgroups as chairperson or member. Provide updates on committee and workgroup progress at VCEH meetings. Ensure that all committee and workgroup efforts and activities are carried out strategically, incorporating wherever possible: community as well as national goals and best practices for homelessness prevention and intervention, measureable outcomes, data collection and analysis, and coordination across sectors.