

## RESOURCE Committee Charter Template

*A Committee Charter defines the work, purpose, and other details of each Committee of the MCOC and the MCOC Board of Directors.*

What is the Name of this Committee?

Resource Committee

What is the Purpose of this Committee?

The MCOC by-laws state the following:

The Resource Committee exists to engage the community and the MCOC members, and collects, organizes, and shares information on homelessness in the state of Maine.

*The Resource Committee exists to:*

- A. Work to recruit and orient new members to MCOC and its Committees to involve the broader public including private businesses, landlords, law enforcement, educators, citizens, faith-based organizations, and persons who are homeless or were formerly homeless in the Continuum of Care planning activities.
- B. Plan and implement training and education opportunities for members and other providers.
- C. Assist in resource development strategies to access new funding sources and improve connections with other agencies and organization.
- D. Engage with the community and supports local initiatives to reduce and end homelessness throughout the MCOC area, particularly in our rural communities.
- E. Seek to educate and inform MCOC member organizations and the general public on issues regarding homelessness and availability and access to mainstream and other resources.
- F. Plan and organize the annual Point in Time (PIT) count for the MCOC.
- G. Provide technical assistance, resources and support

Who is/are the Chair/ Co-Chairs?

Mike Mooney - New Beginnings  
Norman Maze - Shalom House

Who are the members of this Committee?

Norman Maze – Shalom House  
Patrick Sherwood – Shalom House  
Mike Mooney - New Beginnings  
Janice Lara-Hewey – Catholic Charities  
Amanda Castner – Maine Housing  
Tia Knowlton-Basford – Maine Housing

Christina Cook – Opportunity Alliance  
Ken Capron -  
Dan Hodgkins (maybe) – Preble St.  
Aaron Geyer (maybe) – City of Portland

#### What is the Scope of Work that this Committee is to accomplish?

We are currently doing the following but will be discussing establishing new goals or additional goals at our next meeting:

- Providing quarterly trainings at the Regions I & II Homeless Council meetings. Trainings have focused on issues related to people experiencing homelessness or at risk of homelessness. We have not had consistent representation from Region III to promote the trainings in Region III.
- Providing training and support for the annual unsheltered PIT count.
- Committee members are available to provide orientation about the MCOC to new members of the MCOC.

#### What Research and/or Resources will be needed to inform and accomplish this work?

We have been having discussions at recent meetings about the scope of our purpose versus what is realistic. Given the number of people on the committee over time and each individual's available time to dedicate to committee work, we don't feel the official "purpose" language above matches our available resources.

Our next Resource Committee meeting on March 7<sup>th</sup> will focus on answering the questions on this template and we will probably resubmit this charter template with modifications.

#### What time frames are of importance for this group to be effective?

Not sure exactly what this means in relation to our committee?

We have monthly phone meetings. We post our minutes on Maine Homeless Planning web site. We are scheduled to be on the agenda for quarterly discussions/updates about the unsheltered PIT count at the large group MCOC meetings.

We have a target of quarterly trainings at Regional Homeless Council meetings in Region I and II.

We consult with the NOFA committee on what trainings are most helpful in meeting HUD's priorities.

#### How often will this Committee communicate with the MCOC and/or the COC Board of Directors?

See above.

#### What information is to be shared/reported by the Committee?

See above.