**Standing 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?**

Maine Homeless Veteran Action Committee (HVAC)

**What is the Purpose of this Committee?**

HVAC coordinates the services of homeless providers for Veterans in the state of Maine with the goal of creating a system that ends Veteran homelessness.

**Who is/are the Chair/ Co-Chairs?**

Bobby Marcroft, Preble Street and Arwen Agee, VA

**Who are the members of this Committee?**

Members currently include: VA Maine, Preble Street, Easter Seals, Veterans Inc., Volunteers of America Northern New England, Bread of Life Ministries, Betsy Ann Ross House of Hope, Maine Bureau of Veterans’ Services (MBVS), Maine State Housing Authority, Maine Veterans of Foreign Wars (MaineVFW), and Bill Higgins (Homeless Advocacy for All). Per HVAC written standards, membership is open to any individual or organization interested in supporting the overall purpose and mission of this committee.

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

As outlined in HVAC written standards, this committee and its members commit to the following responsibilities in the pursuit of its goals and purpose:

1. MCOC implementation of statewide Coordinated Entry System (CES),
2. Veteran specific coordinated entry and permanent housing plan assessment,
3. Maintenance of an accurate Veteran By-Name List,
4. Participation in weekly case consultation

In addition to the above, this committee will continue to develop, plan, and implement strategies necessary to engaging those community stakeholders pertinent to obtaining the support and resources necessary for the development and improvement of its system to functionally end veteran homelessness in Maine.

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

The committee maintains an updated By- Name List, which offers the data necessary to fulfill all the duties outlined above.

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

HVAC is a standing committee and thus plans on operating on an ongoing basis. Members meet weekly for case consultation and monthly for Steering meeting.

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

This committee will communicate with the MCOC monthly through the ongoing “standing committee updates” at the MCOC meetings. HAVC will communicate with the COC Board of Directors on an as needed basis, ensuring that the board is informed of any important news or changes that would affect the committee or the COC at large.

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

This committee will share any pertinent updates regarding the progress that is being made by the community to reach a systematic end to veteran homelessness. This report will contain monthly report backs on data from Maine’s veteran By Name List, which is managed by HVAC.