**April 12, 2019**

**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?**

Resource Committee

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

The Resource Committee exists to engage the community and the MCOC members. The committee also collects, organizes, and shares information on homelessness as it pertains to the state of Maine.

The Resource Committee commits to:

1. Work to recruit and orient new members to MCOC and its committees.
2. Plan and implement training and education opportunities for MCOC members and other providers. Assist with the development of resources that aids in the understanding of the MCOC and its functions to include providing an orientation to new MCOC members as applicable.
3. Engage with the community and support local initiatives to reduce and end homelessness throughout the state, particularly in rural communities.
4. Seek to educate and inform MCOC member organizations and the general public on issues regarding homelessness, as well as availability and access to mainstream and other resources whenever applicable.
5. Involve, engage, and educate the broader public on issues of homelessness as pertains to MCOC planning activities, whenever applicable. The broader public includes, but not limited to, private businesses, landlords, law enforcement, educators, citizens, faith-based organizations, and persons who are homeless or were formerly homeless.
6. Plan and organize the annual Point in Time (PIT) count for the MCOC.
7. Provide and/or facilitate access to technical assistance, resources, and support related to issues of homelessness in Maine.
8. Identify gaps in resources related to homelessness in Maine and the MCOC, and seek out answers to questions regarding these gaps.

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

Mike Mooney - New Beginnings

Norman Maze - Shalom House

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

Mike Mooney - New Beginnings

Janice Lara-Hewey – Catholic Charities

Amanda Castner – Maine Housing

Tia Knowlton-Basford – Maine Housing

Patrick Sherwood – Shalom House

Christina Cook – Opportunity Alliance

Sara Fleurant – City of Portland

Norman Maze – Shalom House

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

We are currently committed to the following:

* + Provide quarterly trainings for the Region I, II, & III Homeless Councils. Trainings will focus on issues related to people experiencing homelessness or at risk of homelessness across the state.
* Recruit new members to the Resource Committee with representation from all three regions.
* Plan and organize the annual Point in Time count in association with the Collaborative Applicant. This work will include providing training and support before, during, and after the unsheltered PIT count.
* Look for strategies to make the PIT count more accessible and less time-consuming including possible technology improvements such as mobile applications, where possible.
* Plan, implement, and expand training and education opportunities for MCOC members, providers, and community members including an orientation for new MCOC members, when applicable.
* Increase the involvement of grassroots organizations and the broader community in the MCOC including through the use of technology and media engagement.
* Respond to feedback from the MCOC as relates to NOFA requirements.

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

* + The resource committee would benefit from a small community engagement budget. Having a working budget would increase accessibility to training resources.
  + We would also benefit from implementing the PIT mobile application if funding were to be approved by MCOC.
  + Adding members to the committee would decrease overall workload amounts by current members.
* A clearer and more manageable location to list meeting minutes and training schedules.
* Research will be needed to identify the trainings desired by the community and grassroots organizations.
* Resources/funding may be needed to organize trainings within the community.
* Members of Resource Committee can lend support, improve, and/or replace Maine Homeless Planning Website.

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

* The Resource Committee meets on the first Thursday of every month.
* Chair-holders must be on the MCOC agenda for quarterly discussions/updates to keep the unsheltered PIT count on schedule.
* Target of quarterly trainings for all three Regional Homeless Council meetings.
* Consultation with the NOFA committee, as appropriate, on what trainings are most helpful in meeting HUD’s priorities. Receive quarterly updates from the MCOC and the NOFA committee to address HUD requirements identified by the NOFA committee.
* PIT deadlines which include: methodology decisions, marketing materials, advertisement, HUD requirements, form/survey updates, trainings, volunteer recruitment, PIT Crew meetings, form distribution/website updates, PIT night, survey deadline, and follow up debrief meeting with guidance from/ approval by MCOC.

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

* As scheduled or when applicable to meet committee goals.

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

* All applicable information pertaining to trainings, new members, and the annual PIT count.
* The committee will provide transparent communication with MCOC and community. Meeting minutes will be published publically, along with the dates of quarterly trainings, and the time line for the unsheltered PIT planning and implementation.