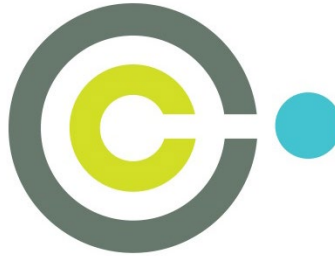


FREDERICKSBURG REGIONAL  
CONTINUUM OF CARE

**Nominating Committee Meeting Agenda**  
November 5, 2021

- Introductions
- Approve October 7, 2021 Meeting Minutes (ACTION ITEM)
- Review Board Matrix
- Review Board Job Description
- Review Board Interview Questions
- Identify Potential CoC Board Members
- Develop Recruitment Timeline / Outreach Strategies

**Next meeting: TBD**



FREDERICKSBURG REGIONAL  
CONTINUUM OF CARE

## Nominating Committee

**Date:** October 7, 2021

**Time:** 11AM

**Location:** GoToMeeting

<b>MEETING CALLED BY</b>	Sam Shoukas
<b>TYPE OF MEETING</b>	First Meeting
<b>NOTE TAKER</b>	Sam Shoukas
<b>ATTENDEES</b>	Cynthia Lucero-Chavez (Stafford County Schools) Christian Zammis (Individual) Kathy Anderson (Empowerhouse) Meghann Cotter (Micah Ministries)
<b>ABSENT</b>	Lisa Crittenden (Loisann's Hope House)

### DISCUSSION

#### Introductions

- All members introduced themselves as this is the first meeting of the group.
- CoC Staff introduced the group and the purpose of the group and meeting as outlined in the CoC Bylaws.

#### Strategies to Assess Board Makeup

- CoC Staff discussed current Board makeup and composition requirements and restrictions as outlined in CoC Bylaws.
- Group discussed those coming up for re-election and potential gaps in current perspectives/expertise.
- CoC staff will create a chart looking at the different areas that the Nominating committee is looking for in the Board and map where current Board member fall to better evaluate the makeup of the Board and where changes/additions may be.

#### Outreach – Materials and Interview Questions

- Group discussed questions that potential Board members will be asked as the group assesses their fit for serving on the Board.
- CoC staff will draft questions and send to group to discuss at next meeting.

#### Timeline

- CoC staff will send chart and questions to group next week to review and send thoughts on gaps and potential people to add to the list.
- Group will finalize thoughts and begin outreach and recruitment conversations after next meeting and local elections.

**Next Meeting:** Next meeting will be held November 5, 2021 at 11AM.

<b>CONCLUSION</b>	
-------------------	--



## CoC Board Member Job Description

---

### **Continuum of Care Board:**

The mission of the Fredericksburg Regional Continuum of Care (CoC) is to develop, promote, and support a continuum of human services and housing opportunities that reduce and prevent homelessness in our community. As the highest leadership body of the continuum, the CoC Board is responsible for overseeing the work of the CoC to ensure alignment with strategic planning, best practices, bylaws, and policies and procedures and determining priority initiatives on behalf of the general membership. The CoC Board is also responsible for ensuring that the mission, vision, and values of the CoC are upheld. Specific duties of the CoC Board can be found in the [CoC Bylaws](#).

### **Individual Member Responsibilities:**

- Prepare for, attend, and participate in board meetings
- Adhere to the CoC's Code of Conduct, Recusal Process, and Conflict of Interest Policy
- Know and understand the CoC's mission, policies, and programs
- Serve as active advocates and ambassadors for the CoC's mission and programs
- Leverage connections, networks, and resources to help achieve the CoC's mission

### **Eligibility Requirements:**

- CoC Board members must be a member in good standing.
- CoC Board members shall be nominated by the Nominating Committee and elected by a majority of the votes cast by the CoC general membership.
- Members of the CoC Board shall serve two-year terms, and may serve up to three (3) consecutive terms.

### **Meeting Schedule:**

The CoC Board meets at least monthly. Currently, CoC Board meetings are held on the fourth Thursday of the month at 2pm at the George Washington Regional Commission. However, meeting time is flexible and can be altered to meet constraints of the Board members' schedules.

## CoC Board Member Interview Questions

Potential Board Member: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_

1. What do you know about our organization? Why are you interested in committing your time and energy to us?
2. What does homelessness mean to you?
3. What do you think are the characteristics of a great board member?
4. Board members bring experience, wisdom, strategic thinking, and their connections. Can you tell us about yours?
5. What other Board service are you currently a part of or have been a part of in the past?
6. What skill sets do you feel that you bring to the group?

7. What kind of autonomy do you have over your calendar? There will be occasional meetings and events between board meetings.

8. What added value do you believe that you would bring to the Board?