Leadership Structure:

**Maine:**

* 1. The President shall chair meetings of the Board.
  2. The Vice President shall serve as chair in the President’s absence.
  3. The Secretary, or their designee, shall ensure that minutes of all meetings are recorded, and such minutes are maintained for public review upon request.
  4. The At-Large Officer is reserved for persons with former or current lived experience of homelessness.

1. MCoC Chairs are responsible for:
   1. Planning and conducting of MCoC Meetings;
   2. Being a designated signatory for MCoC correspondence;
   3. Initiating the *MCoC* *Reallocation Process* of project applications, as applicable for the CoC Application submission;
   4. Overseeing compliance with the *MCoC Project Application Appeals Process* for project applications, where applicable for CoC Application submission; and
   5. Initiating the nomination process for MCoC Chairs each November.

**Rhode Island:**

E. Duties of the Chair. The chair will preside over meetings of (1) RICOC members; and (2) the Board. Following the election of a new chair, the former chair will serve as an officer at large for six months. The chair must be eligible to participate without conflict of interest (as defined in Article IX) in all board, membership and standing committee discussion.

F. Duties of the Vice Chair. In the absence of the chair or in the event of a mid-term vacancy in the chair position, the vice chair will assume the duties of the chair. The vice chair must be eligible to participate without conflict of interest (as defined in Article IX) in all board, membership and standing committee discussion.

G. Duties of the Secretary. The Secretary will cause to be kept accurate minutes of Membership and Board meetings. In addition, the Secretary will ensure that:

• All minutes are promptly published; and

• Proper notice is issued for all Membership and Board meetings.

**Maryland:**

Chairperson: The Chairperson shall be elected by the CoC Board and shall serve for a term of two years beginning January 1 of the calendar year, with terms expiring December 31. The Chairperson can serve no more than two consecutive terms and may serve multiple nonconsecutive terms if reelected. The Chairperson shall have the following responsibilities:

● Conduct all CoC meetings

● Act as the signatory on behalf of the CoC

● Ensure the actions of the CoC are consistent with this Charter, the laws of the State of Maryland and HUD rules and regulations

● Review, protect and advocate for the mission of the CoC

● Speak or assign someone to speak on behalf of the CoC, as requested

● Ensure that individual committee performance is regularly reviewed

● Establish process to recruit new members for standing committees and create ad-hoc committees as needed

● Set the CoC meeting schedule and agenda with assistance of the Collaborative Applicant

● Guide the CoC to move forward in addressing or implementing activities, issues, regulations, etc. that address issues of individuals and families who are currently living in homelessness or at risk of becoming homeless

● Guide the CoC in short- and long-range planning

● Ensure that all CoC members are involved in the decision-making process

● Advocate for the mission of the MD BoS CoC Vice-Chairperson:

**The Vice Chairperson** shall be elected by the CoC Board and can serve for two consecutive terms beginning on January 1 of the calendar year, with terms expiring on December 31 and may serve multiple nonconsecutive terms if reelected. When the Chairperson is temporarily unavailable, the Vice Chair may assume the Chair responsibilities and act as a signatory for the CoC. In the instance that the Chair role is unexpectedly vacated, the Vice Chair will automatically assume the role of Chairperson and will carry out the remainder of the term. When the term expires, officer elections will resume per the standard schedule. Secretary:

**The Secretary** shall be a non-voting officer represented by the Collaborative Applicant. The Secretary shall be responsible for ensuring the records and minutes of the membership meetings are properly recorded, reviewed and distributed in a timely manner. The secretary will ensure maintenance of records of meeting attendance and performs other such duties as delegated. The Secretary can serve as a signatory for the CoC with written permission/request by the Chair or Vice Chair. As the Secretary role is a non-voting designated spot on the board, there are no term limits or requirements.

**Delaware:**

**Chair & Co-Chair:**

* Facilities and plans board meetings
* Facilitates quarterly CoC meetings
* Board Chair is responsible for designating a Board member to fulfill this responsibility.
* For purposes of time-sensitive and/or critical votes, an e-vote with reasonable deadlines for casting a vote may be used at the direction of the CoC Board Chair and initiated by the CoC Lead.
* Takes and reviews resignations of board members