

## **Simcoe County Alliance to End Homelessness (SCATEH)**

### **Chapter Terms of Reference**

*Updated September 17, 2020*

#### **Preamble:**

The vision of each chapter of SCATEH is three-fold:

- 1) To serve as a forum to understand, to plan, and to coordinate activities that raise awareness of the complex issues surrounding homelessness in Simcoe County.
- 2) To create solutions as a coalition of community stakeholders and front line workers who are committed to developing and implementing strategies that will eliminate homelessness.
- 3) To communicate consistent messages about homelessness to the public.

#### **Purpose of regional Chapters:**

- a. Enhance collaboration and communication within the local community
- b. Increase community service capacity and community responsiveness
- c. Offer a collective focus on ending homelessness in the local community

#### **Common Principles of Simcoe County Alliance to End Homelessness**

- a. Every individual / family needs appropriate, affordable and safe housing to support their basic need for shelter
- b. Supporting the dignity of the individual / family / community is everyone's responsibility
- c. Recognizing that if housing is unstable, it has a negative impact
- d. Multiculturalism and diversity are respected

#### **Expectations of Members:**

- a. Involvement at SCATEH-facilitated events with the expectation of members participating in a minimum of one event per year
- b. Commitment to attend the monthly meetings (a minimum of 75% of the meetings in a year)
- c. Actively participate in the development and implementation of the chapter work plan that aligns with the work plan of the SCATEH Steering Committee.
- d. Arrangement of an alternate member to attend meetings in the event of an absence
- e. Involvement in Homeless Enumerations.

### **Roles and Responsibilities of Chapter Chair and Vice-Chair:**

- a. The Chair and Vice-Chair are elected every two years. The Chair and Vice-Chair shall serve in these roles for a minimum of 2 years, and can be nominated for an additional year, one year at a time, to a maximum term of 4 years. Terms run on the fiscal year cycle from April 1 - March 31. The Chair shall serve a term of no-more than four consecutive years in the role. It is expected the Chair participate as a past-chair for one-year after the active term.
- b. In the event that there is a vacancy of either the Chair or Vice-Chair position, the Steering Committee and Chapter is to be informed, and the Chapter will vote in an interim Chair or Vice-Chair within 30 days for the balance of the term, until the next election.
- c. The Chair will participate in SCATEH monthly steering committee meetings, prepare the Chapter reports to the Steering Committee, and report back to the Chapter from the Steering Committee meetings.
- d. The Chair will participate in the Community Advisory Board (CAB) for the length of the Reaching Home term.
- e. The Chair is responsible for facilitating the development of a chapter work plan in alignment with the Steering Committee work plan and submit it to the Steering Committee.
- f. The Chair is responsible for facilitating the meetings and for setting the meeting dates and location.
- g. The Chair will prepare the meeting agenda and arrange to circulate the meeting minutes.
- h. The Chair is the official spokesperson for any media inquiries or can delegate a spokesperson as necessary.
- i. In the event that the Chair is not able to fulfill one or more of these obligations, they are responsible to communicate this to the Vice-Chair, who will assume this role.

### **Membership:**

Membership in a SCATEH Chapter is open to all individuals and organizations upholding the common vision. Each chapter strives to involve representatives from the diverse organizations concerned with homelessness and to encourage community members to become involved. Chapters are community-specific.

### **Meeting Frequency:**

Meetings are held the \_\_\_\_\_ of every month. Meetings are typically held at \_\_\_\_\_ from \_\_\_\_\_ - \_\_\_\_\_.