



CT BOS Steering Committee Co-Chairs

How many Co-Chairs are there?

Four Co-Chairs serve as the officers of the CT BOS Steering Committee.

What are the Co-Chairs' responsibilities?

The CT BOS by-laws define the responsibilities of the Co-Chairs as follows:

- An Executive Committee comprised of the co-chairs of the Steering Committee, a representative of the Lead Agency and consultant shall be established to serve as the administrative arm of the CT BOS CoC. The Executive Committee provides planning for the CoC, ensures the cooperation of members, preparation of reports, evaluation of systems and the development of necessary procedures to implement policies. The Executive Committee reviews the annual CoC Consolidated Application to HUD and researches additional funding sources. The Executive Committee provides an opportunity for committee reports.
- Co-Chairs are also responsible for:
 - calling, presiding over, and setting agendas for all CoC meetings
 - calling special meetings of the Steering Committee and determining if to convene meetings remotely via video or phone conferencing
 - initiating an annual process to nominate Steering Committee members
 - appointing members of the Grievance Committee and other Committees as needed
- In addition to the responsibilities specifically assigned to them, the Co-Chairs are authorized to represent the CT BOS CoC in all matters not requiring a quorum (i.e., all matters except, amending the by-laws and governance charter, approving Steering Committee members, and electing co-chairs). The Co-Chairs are also responsible for seeking Steering Committee input and reporting back to the Steering Committee on time sensitive matters decided by the chairs rather than by the full Steering Committee.

Who can serve as a Co-Chair?

- The people serving as chairs must include representatives of state government and the non-profit community.
- At a minimum 2 of the 4 co-chairs must self-identify as a person with lived experience of homelessness and/or with a disability, as BIPOC, Latinx, LGBTQ+, with a gender identity other than cisgender male, as a person from a religious minority group, and/or a native speaker of a language other than English.
- All Co-Chairs must have some association with and/or investment in the mission of CT BOS (i.e., to assist people experiencing and at-risk of homelessness to obtain housing, economic stability, and an enhanced quality of life through comprehensive services).



How are Co-Chairs elected?

The Steering Committee elects Co-Chairs by simple majority vote. The Executive Committee solicits Co-Chair nominations from the Steering Committee at least one month prior to the Co-Chair Election. Selection of two Co-Chairs takes place annually on a staggered basis, such that each year, two of the four are elected. The Co-Chairs serve a two-year term and can serve unlimited consecutive terms. Any vacancies occurring during the year are filled upon the recommendation of the Executive Committee and ratified by the Steering Committee.

What is the estimated time commitment for people who serve as Co-Chairs?

The Co-Chairs typically meet monthly for two hours and participate in the monthly Steering Committee meeting, which is typically 1.5 hours. In addition, the co-chairs review and comment on all meeting materials prepared by the CT BOS consultants (i.e., Housing Innovations), review and comment on data submissions to HUD and the annual CoC Application, participate in periodic meetings with the HMIS lead agency and CLIP team, participate in other ad hoc meetings, and respond to time sensitive matters by phone/email. The estimated total time commitment is 8-12 hours per month.