

WEST CENTRAL MN CONTINUUM OF CARE  
HOMELESS TO HOUSED TASK FORCE  
MEMBERSHIP AGREEMENT

**Whereas**, the Homeless to Housed Task Force requires active, diverse, and region-wide participation to effectively prepare and carry-out a Region-wide Continuum of Care Plan;

**Whereas**, the Homeless to Housed Task Force desires participation from members who are interested and willing to commit to supporting the Task Force in a professional and active manner; and

**Whereas**, \_\_\_\_\_ (*insert agency name*), is willing and interested in becoming a Member of the Homeless to Housed Task Force.

**Therefore, the above named Member Agency/Organization agrees to become a Member of the Homeless to Housed Task Force, understanding and agreeing to the following membership polices and the organizational code of conduct.**

**I. Membership Policies:**

- A.** Each Member Agency/Organization shall appoint at least one (1) individual to serve as a Member Representative on the Homeless to Housed Task Force and one standing Committee;
- B.** Additional agency staff, administration, or board members are invited to attend Task Force meetings and participate on committees;
- C.** Member Agencies are expected to strive for 100% attendance at all scheduled Task Force and chosen Standing Committee Meetings/Activities;
- D.** If a representative is unable to attend a scheduled Task Force or Committee Meeting, an alternative representative should be appointed to attend in the member representatives' absence;
- E.** At each meeting, voting rights shall be given to only one (1) representative from each member agency;
- F.** Agencies without consistent representation (missing 3 or more board meetings or 2 membership meetings), will forfeit voting privileges for that year;
- G.** Representatives should come to each meeting prepared to actively participate;
- H.** All members are expected to abide by the Homeless to Housed Code of Conduct while participating in organizational meetings or representing the Task Force;
- I.** Member Agencies are responsible for notifying the Homeless to Housed Coordinator of any changes in contact information for their agency or of their Member Representative.

The following individual(s) have been assigned to serve as **Member Representatives**:

Name	Title/Position	Phone Email	Committee ( <i>circle choice</i> )	Counties Represented ( <i>circle all that apply</i> )
			Data CARES Performance Eval.	Becker Clay Grant Pope Douglas Otter Tail Stevens Traverse Wadena Wilkin
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**II. HMIS** allows the CoC be compliant with HUD reporting requirements, as well as obtain useful data for regional planning and evaluation purposes. CoC, ESG, LTH, RYH, VA, PATH, and FHPAP recipients are required to utilize HMIS to collect and report data. CARES also utilizes HMIS to track, refer, prioritize, and evaluate data. To help the CoC track compliance and training needs, please complete the following on HMIS users and identify your agencies HMIS Point-of-Contact (POC).  HMIS Agency  Non-HMIS Agency

Name	Email	SPDAT Trained	VI-SPDAT Trained
<b>POC:</b>			

**III. Code of Conduct for the Homeless to Housed Task Force**

Commitment and Professionalism are vital to creating and maintaining an effective and efficient Continuum of Care (CoC) process that will benefit each member of the Homeless to Housed Task Force (HTH) and the homeless men, women and children they represent. Both are integral to creating and sustaining a strong continuum in which collaboration and services can grow.

**A. Conduct Obligations:**

1. Members should strive to represent in a fair, honest and respectful manner their individual agencies and the homeless individuals and families that they are here to represent.
2. Members should be informed on the purpose of the HTH and its role in the CoC process.
3. Members should strive to stay up-to-date on HTH strategies and planning.
4. Members should strive to keep their promises and to avoid unwise or unclear commitments that they are unable to fulfill.
5. Members are expected to uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
6. Members should clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the HTH.
7. When conflicts occur among members, they should attempt to resolve these conflicts in a responsible fashion.
8. Leaders have the extra responsibility of setting an example by their personal performance and attitude that convey honest, respectful, and ethical values.
9. Members should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interests of those they represent.

\_\_\_\_\_  
*Signature of Member Agency/Organization Authorized Representative*

\_\_\_\_\_  
*Date*