

NORTHWEST MINNESOTA CONTINUUM OF CARE  
(NW MN CoC)  
MEMBERSHIP AGREEMENT

**Whereas**, the NW MN CoC requires active, diverse, and region-wide participation to effectively prepare and carry-out a Region-wide Continuum of Care Plan;

**Whereas**, the NW MN CoC desires participation from members who are interested and willing to commit to supporting the CoC in a professional and active manner; and

**Whereas**, \_\_\_\_\_ (*insert agency name*), is willing and interested in becoming a Member of the NW MN CoC.

**Therefore, the above named Member Agency/Organization agrees to become a Member of the NW MN CoC, understanding and agreeing to the following membership polices and the organizational code of conduct.**

**I. Membership Policies:**

- A.** Each Member Agency/Organization shall appoint up to three (3) individuals to serve as a Member Representative on the NW MN CoC;
- B.** Additional agency staff, administration, or board members are invited to attend NW MN CoC meetings and participate on committees;
- C.** Member Agencies are expected to strive for 100% attendance at all scheduled meetings/activities;
- D.** If a representative is unable to attend a scheduled NW MN CoC 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.** Member Agencies must have had representation at 50% of the last 10 meetings to be afforded voting privileges;
- G.** Representatives should come to each meeting prepared to actively participate;
- H.** All members are expected to abide by the NW MN CoC Code of Conduct while participating in organizational meetings or representing the NW MN CoC;
- I.** Member Agencies are responsible for notifying the NW MN CoC 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	Address	Phone/Email	Committee (circle choice)	Counties Represented (circle all that apply)
				Coordinated Assessment	Beltrami Clearwater Hubbard Kittson Lake of the Woods
				Performance and Evaluation	Mahnomen Marshall Norman Pennington Polk Roseau
				Data	Red Lake

Name	Title/Position	Address	Phone/Email	Committee (circle choice)	Counties Represented (circle all that apply)
				Coordinated Assessment Performance and Evaluation Data	Beltrami Clearwater Hubbard Kittson Lake of the Woods Mahnomon Marshall Norman Pennington Polk Roseau Red Lake
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## II. Code of Conduct for the NW MN CoC

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 NW MN CoC 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 NW MN CoC and its role in the CoC process.
3. Members should strive to stay up-to-date on NW MN CoC 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 NW MN CoC.
7. No CoC board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
8. When conflicts occur among members, they should attempt to resolve these conflicts in a responsible fashion.
9. Leaders have the extra responsibility of setting an example by their personal performance and attitude that convey honest, respectful, and ethical values.
10. 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