

OAEH Group Establishment Policy

Purpose:

The Ozarks Alliance to End Homelessness (OAEH) is led by an Executive Board and has several active sub-committees, taskforces, and coalitions. These groups, under the direction of the OAEH Executive Board, work to address topics and population-specific issues and barriers for households experiencing homelessness in our Continuum of Care (CoC) coverage area. These groups may create training opportunities, initiatives, and programs in alignment with the OAEH's Strategic Plan.

Distinctions exist between Committees/Coalitions, Sub-committees, and Taskforces/Work Groups regarding their formation, tenure, ongoing activities, and output.

Committees/Coalitions:

The OAEH Executive Board can create or dissolve any Committees/Coalitions in alignment with the quorum and decision-making policies outlined in the OAEH Governance Charter. Committees/Coalitions are designed to be long-standing, active groups of the OAEH and follow the policies and procedures outlined in the OAEH Governance Charter.

Staff Support for Committees/Coalitions is provided by Community Partnership of the Ozarks and includes the following:

- Agenda development support in partnership with the Committee/Coalition Chair/Vice Chair
- Attendance tracking and member email list maintenance
- Meeting minutes or meeting summaries creation and distribution support
- Meeting notifications and sending calendar invitations for scheduled meetings
- Disseminating relevant information via email as needed

Taskforces/Work Groups:

Standing OAEH Committees/Coalitions may create Taskforces/Work Groups to fulfill a specific, time-limited task. The formal establishment of a Taskforce/Work Group by OAEH Committees/Coalitions will be in alignment with the quorum and decision-making policies outlined in the OAEH Governance Charter. At the time of the establishment of a Taskforce/Work Group, the Committee/Coalition must:

- Outline the specific task/goals of the Taskforce/Work Group
- Outline the timeline in which the Taskforce/Work Group will operate
- Establish a deadline for completion of goal(s)
- Appoint a Committee/Coalition member to lead the Task Force/Work Group

If Staff Support is requested for the new Taskforce/Work Group, the Committee/Coalition must submit a formal request to Community Partnership of the Ozarks. If approved, Staff Support provided by Community Partnership of the Ozarks includes the following:

- Agenda development support in partnership with the Committee/Coalition Chair/Vice Chair
- Attendance tracking and member email list maintenance
- Meeting minutes or meeting summaries creation and distribution support
- Meeting notifications and sending calendar invitations for scheduled meetings
- Disseminating relevant information via email as needed

Sub-Committees of Committees/Coalitions:

Standing OAEH Committees/Coalitions may create standing Sub-Committees to carry out long-standing functions of the Committee/Coalition, pending approval from the OAEH Executive Board. The formal establishment of Sub-Committees by OAEH Committees/Coalitions will be in alignment with the quorum and decision-making policies outlined in the OAEH Governance Charter. At the time of establishment of a Sub-Committees, the Committee/Coalition must submit to the OAEH Executive Board the following:

- Outline of the scope and objectives of the Sub-Committee
- Outline of the frequency and meeting schedule of the Sub-Committee
- Appointment of a Committee/Coalition member to lead the Sub-Committee

At the time of request to establish a Sub-Committee, a request for Staff Support, if applicable, must be included in the request to the OAEH Executive Board. If approved, Staff Support provided by Community Partnership of the Ozarks includes the following:

- Agenda development support in partnership with the Committee/Coalition Chair/Vice Chair
- Attendance tracking and member email list maintenance
- Meeting minutes or meeting summaries creation and distribution support
- Meeting notifications and sending calendar invitations for scheduled meetings
- Disseminating relevant information via email as needed