



Wisconsin Balance of State – Veteran Advisory Committee Charter

Wisconsin Balance of State Continuum of Care's mission is to end homelessness by supporting local coalitions throughout Wisconsin.

Purpose and Mission

The Veteran Advisory Committee's purpose is to review policies and procedures that are related to ending veteran homelessness. The committee will provide information and ideas for ending veteran homelessness in the Wisconsin Balance of State.

The Veteran Advisory Committee's mission is to use the committee's expertise to educate the Wisconsin Balance of State Continuum of Care membership on the needs and issues regarding veterans' homelessness.

This is to be accomplished through the partnership and working with Wisconsin State Department of Veterans Affairs (WDVA), Supportive Services for Veteran Families (SSVF), Federal Veteran Affairs (VA), Housing and US Department of Urban Development and the Department of Veterans Affairs Supportive Housing (HUD-VASH), Grant Per Diem (GPD), Wisconsin County Veteran Service Officers (CVSO)/Tribal Veterans Service Officers (TVSO) and other homeless providers, to identify the unmet needs and gaps in service, in order to provide assistance to homeless veterans and their families. The goal is to end veteran homelessness in the Wisconsin Balance of State.

Chair and Membership

According to the WI BOSCO By-laws, the Chair of the Veteran Advisory Committee must also be a member of the WI BOSCO Board of Directors. The committee must self-select a secretary to document and retain accurate meeting minutes. The Chair is responsible for maintaining documentation for committee agendas, meeting minutes, and all relevant data. The Chair is also responsible for calling and scheduling meetings, maintaining attendance records, and selecting a designated person to facilitate meetings in the Chair's absence.

New committee members or participants can request to join the committee by contacting the Committee Chair.

Member or Participant

There are two categories of affiliation with the Veterans Advisory Committee: Participant or Member. A person must declare their affiliation at the beginning of the calendar year or when they join the committee. They are expected to remain at that level throughout the calendar year. A change in category before the end of the year can be approved by the Veterans Advisory Committee Chair on a case-by-case basis.

Participants and Members are contributing to committee work through active involvement with a team, contributing to discussions, and task completion.

Participant: Anyone can be a participant.

Attendance Requirements: No more than 4 unexcused absences in a calendar year from team meetings.

Voting Rights: None

Member: Anyone can be a member.

Requirement: Sign Member Responsibilities/Commitment portion

Attendance Requirements: No more than 4 unexcused absences in a calendar year from team meetings.

Voting Rights: Full

New committee members or participants can request to join the committee by contacting the Committee Chair.

If someone doesn't meet the attendance requirement for being a member, their affiliation will be changed to Participant. This can be reviewed on a case-by-case basis.

Duties and Responsibilities

The committee is responsible for evaluating the Coordinated Entry (CE) processes as it relates to veteran homelessness within the Balance of State (BOS). This will identify any potential needs and gaps within the BOS.

The committee is also responsible for communicating identified needs and gaps to WI BOSCO membership.

Meetings and Procedures

The full committee will meet every month (at a regularly agreed upon time and date). Meetings may be conducted virtually. In lieu of a meeting, votes on critical items may be conducted over email. For email voting, a majority of all current voting members must email their vote to the chair for the vote to be considered binding.

A quorum is required for all votes to be considered binding. The committee can only conduct a vote if a quorum is met. A quorum is a simple majority of committee voting members.

Member Responsibilities/Commitment

The primary responsibilities of the Veterans Advisory Committee to:

Involvement and Participation: Collaborate and evaluate the Coordinated Entry process on a monthly basis to determine the number of homeless veterans and those who are at risk of becoming homeless.

Address Relevant Issues: Make recommendations on identified needs and gaps relevant to the needs and circumstances of homelessness and communicate those to the WI BOSCO membership.

Identify Benefits and Effects: Help identify potential benefits and mitigate adverse effects to homeless veterans across the state and align those veterans with benefits and resources.

Participations and Expectations: Veteran Advisory Board Committee Chair will track participation and will inform members of a need to increase participation after they have four or more unexcused absences within a one-year period. If a member does not increase participation, the member may be asked to step down. To be excused from a meeting, members must contact the Committee Chair at least 24 hours before scheduled meetings.

Enhance Planning Awareness: Enhance the awareness, understanding, appreciation, and support, to determine solutions, planning recommendations and benefits to put an end to homelessness among veterans.

I hereby commit to carrying out the above responsibilities as a member of Wisconsin Balance of State Veteran Advisory Committee.

Name

Signature

Date

- Member
- Participant

This charter will be reviewed and amended annually.
CoC Approved: 5.17.2023