

Wisconsin Balance of State Continuum of Care (WI BOSCO) Nominating Committee Charter

Created August 2019

Purpose and Mission

The Nominating Committee's purpose is to work to develop and conduct a process that will identify and solicit qualified organizations to become Members of the Corporation, qualified individuals to serve as Directors of the Corporation, and persons to serve as members of committees and task forces. This does not include Directors nominated by Local Coalitions. The committee will present such individuals for election or appointment by the Corporation. Through education and guidance, the mission of this committee is to ensure that new board members/organizations commit to and understand the responsibilities related to the role in the organization that is committed to achieve the goal of ending homelessness.

Chair and Membership

According to the WI BOSCO By-laws, the Chair of the Nominating Committee must also be a member of the WI BOSCO Board of Directors. The committee will self-select a recorder/secretary to document and retain accurate committee minutes. The Chair is responsible for maintaining historical documentation for committee agendas, minutes, and additional committee documents. The Chair is also responsible for calling and scheduling meetings, maintaining attendance records, and collecting match documentation from members.

New committee members can request membership by contacting the Committee Chair. Per WI BOSCO policies, committee members are allowed no more than two unexcused absences in a calendar year. If there are extenuating circumstances, the chair reserves the right to allow a committee member with more than two unexcused absences to remain on the committee.

For EHH certification purposes, committee members will be considered active if the member has attended at least half of all full committee meetings (3 meetings a year).

An agency that has representation on the committee may replace a current member with another member by providing written notification to the committee chair. Members may resign at anytime in writing to the committee chair.

Duties and Responsibilities

The committee is responsible for:

1. educating potential and new Board members about the WI Balance of State CoC Board of Director governance
2. providing and collecting signed WIBOSCO Board of Directors Governance documents
3. providing board members guidance and direction with the by-laws as needed
4. onboarding new organizations for membership
5. recommending BOS Committee Chairs and Co-Chairs

Structure, Meetings, and Procedures

The committee will meet every other month at a regularly agreed upon time and date. Meetings may be conducted in person, over the phone, or by web conference. In lieu of a meeting, votes on critical items may be conducted over email. For email voting, a majority of all current members must email their vote to the chair for the vote to be considered binding. This committee charter will be reviewed and may be amended annually at the time of review.