**Wisconsin Balance of State Continuum of Care (WI BOSCOC)**

**System Performance Committee Charter**

*DRAFT -* Created August 2019

**Mission and Purpose**

The System Performance Committee’s mission is to measure progress toward the goal of ending homelessness in the Wisconsin Balance of State Continuum of Care.

Purpose: Set performance standards and benchmarks for COC funded projects; Set performance standards and benchmarks for EHH funded projects; Review progress in ending homelessness, total and subpopulations; educate WI BOSCOC membership and local coalitions on system performance measurements; and Identify training needs.

**Chair and Membership**

According to the WI BOSCOC By-laws, the Chair of the System Performance Committee must also be a member of the WI BOSCOC Board of Directors. The committee must 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 all relevant data collection materials, including results. The Chair is also responsible for calling and scheduling meetings, maintaining attendance records, and selecting a committee member to facilitate meetings in the Chair’s absence.

New committee members can request membership by contacting the Committee Chair. Per WI BOSCOC 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). The Chair must also have some evidence that the member has contributed to subcommittee meetings and tasking. This evidence can include documented subcommittee meeting attendance, participation in one or more Quarterly Meeting presentations, documentation of work done on documents or presentations via email or notations about work done on presentations or documents.

**Duties and Responsibilities**

The committee is responsible for conducting an annual assessment of the HUD System Performance Measurements within the WI BOSCOC. Methods used to collect data may vary.

The committee is also responsible for communicating System Performance Measurements to the WI BOSCOC membership and local coalitions, and providing necessary data to the WI BOSCOC Director for the annual HUD NOFA competition, or other funding opportunities.

**Structure, Meetings, and Procedures**

The full committee will meet every other month (at a regularly agreed upon time and date), giving subcommittees time to meet during the opposite month. Between subcommittee meetings and full committee meetings, depending on the degree of committee work, members may be required to attend monthly meetings. 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.

All committee members may be assigned to a working subcommittee. Subcommittees must self-select a subcommittee chair. Subcommittee roles and tasking are not formalized or standing. Subcommittees may be changed and/or modified by a full committee vote. Subcommittees are responsible for developing assessments, presentations, and recommendations, depending on the subcommittee’s tasking. The full committee will review subcommittee work and vote on final documents or procedures. Votes on final committee work will be counted if there is quorum (a majority of members are present). Subcommittee work must be approved by a majority vote of a quorum of committee members to move forward.