



**Wisconsin Balance of State
Veteran Advisory Committee
Charter**

Purpose and Mission

The Veteran Advisory Committee's purpose is to review policies and procedures that are related to veteran homelessness, in order to provide information and ideas to end veteran homelessness in the State of Wisconsin.

The Veteran Advisory Committee's mission is to use the committee's membership 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 providers (SSVF), Federal Veteran Affairs (VA), Housing and US Department of Urban Development and the Department of Veterans Affairs Supportive Housing (HUD-VASH) providers, Grant Per Diem providers (GPD) 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 to end veteran homelessness in the State of Wisconsin.

Chair and Membership

According to the WI BOSCOC By-laws, the Chair of the Veteran Advisory 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. In the case of membership changes by an agency, the agency or representing committee member should contact the Committee Chair with any proposed changes in membership.

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.

Duties and Responsibilities

The committee is responsible for monitoring the coordinated entry report on a quarterly bases to determine the number homeless veterans or homeless veteran families are the list. Once the veteran or family are identified, the respective committee member to determine if assistance has been or will be provided. This will also identify any potential needs and gaps.

The committee is also responsible for communicating results to the WI BOSCOG membership and providing identified needs and gaps to WI BOSCOG membership.

Meetings and Procedures

The full committee will meet every month (at a regularly agreed upon time and date). Meetings may be conducted by 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 charter will be reviewed and amended, if necessary, on a yearly basis every November.



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