

2022

THE AT-RISK HOUSING COALITION POLICY GUIDE CITY OF MISSOULA



ARHC

Missoula At-Risk Housing Coalition





Policy Guide

Mission

The At-Risk Housing Coalition provides a forum for a community cooperation and leadership in an overall effort to address issues surrounding homelessness in the Missoula area.

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ARHC HISTORY

The At-Risk Housing Coalition (ARHC) is an ongoing formal task force comprised of representatives from health and human service agencies and governmental departments. ARHC was formed in 1993 by Women's Opportunity and Resource Development to initiate a community-wide effort to prevent and address homelessness.

In 2004, ARHC was formalized as a coalition requiring membership and adherence to agreements and protocols. ARHC continues to work on issues surrounding low-income housing and homelessness in Missoula and coordinates the local effort to plan and provide comprehensive services through a continuum of care.

In alignment with Missoula's 10 Year Plan to End Homelessness, US Interagency Council on Homelessness and the US Department of Housing and Urban Development, members of the Missoula At-Risk Housing Coalition, along with key statewide stakeholders and state funded Technical Assistance support, implemented new strategies in the Coordinated Entry System in June 2017. Coordinated Entry Systems, in general, reduce the burden on people experiencing homelessness by having clear, easily accessible access points that are coordinating assessments and provisions of referrals for homeless housing assistance.

This newly designed system is being implemented in several phases, as well as statewide, and aims to prevent and divert households from entering the homeless system, streamlines and reduces duplication of homeless housing and service provider efforts, provides system level data that assists with strategic planning and decision making, and results in an intentional process of targeting and prioritizing limited housing resources for people who are experiencing homelessness and identified as being the most vulnerable (which not only saves lives, but it saves our community money as well).

ARHC FUNCTIONS

- ❖ ARHC General Meeting convenes bi-monthly. Committees meet monthly, bi-monthly or quarterly. Work groups meet on an as-needed basis depending on the specific projects. Please see the calendar for more information and/or contact the committee facilitator or ARHC Coordinator.
- ❖ ARHC members perform the Annual Point-in-Time Survey and Housing Inventory.
- ❖ ARHC plans, reviews, and endorses local projects for HUD Continuum of Care funding.
- ❖ ARHC nominates an individual to represent Missoula on the MT Continuum of Care Board of Directors.
- ❖ ARHC endorses projects in the form of letters of support. Projects receiving endorsement have been evaluated to meeting established criteria.
- ❖ ARHC advocates for particular issues affecting people who are homeless or are at risk of homelessness.
- ❖ ARHC committees and working groups develop and implement distinct projects, such as Project Community Connect, the 10-year Plan to End Homelessness, Coordinated Entry System, Community Needs Assessments, and program planning and coordination.

2022 ARHC ORGANIZATION DIRECTORY May 31st, 2022

<p>3 Rivers Mental Health Address: 715 Kensington Ave Phone: 406.830.3294 Website: 3riversmhs.com</p>	<p>Associated Students of the University of Montana Renter Center Address: 32 Campus Dr University Center Room 118 Phone: 406.243.2017 Website: umt.edu/asum</p>	<p>First United Methodist Church Address: 300 East Main St. Phone: 406.549.6118 Website: firstumcmissoula.org</p>
<p>Habitat for Humanity Address: 3655 Highway 200 E Phone: 406.549.8210 Website: habitatmsla.org</p>	<p>Homeword Address: 1535 Liberty Lane Suite 116A Phone: 406.532.4663 Website: homeword.org</p>	<p>Hope Rescue Mission Address: 702 SW Higgins Ave Phone: 406.549.4673 Website: 549hope.org</p>
<p>Human Resource Council, XI Address: 1801 S Higgins Ave Phone: 406-728-7680 Website: humanresourcecouncil.org</p>	<p>International Rescue Committee Address: 1535 Liberty Lane Suite 117e Phone: 406.926.1982 Website: rescue.org/united-states/Missoula-mt</p>	<p>Missoula Aging Services Address: 337 Stephens Ave Phone: 406.728.7682 Website: missoulaagingservices.org</p>
<p>Missoula City-County Health Department Address: 301 W Alder St Phone: 406.258.4770 Website: missoulacounty.us/government/health/health-department</p>	<p>Missoula County Dept. of Grants and Community Programs Address: 127 E Main St Phone: 406.258.4657 Website: missoulacounty.us/government/community-development/contact-us</p>	<p>Missoula County Office of Public Assistance Address: 2677 Palmer St Suite 100 Phone: 888.706.1535 Website: dphhs.mt.gov</p>
<p>Missoula Food Bank Address: 1720 Wyoming Street Phone: 406.549.0543 Website: missoulafoodbank.org</p>	<p>Missoula Housing Authority Address: 1235 34th Street Phone: 406.549.4113 Website: missoulahousing.org</p>	<p>Missoula in Motion Address: 435 Ryman St Phone: 406.552.6675 Website: missoulainmotion.com</p>
<p>Missoula Interfaith Collaborative Address: 2205 34th St Phone: 406.207.8228 Website: micmt.org</p>	<p>Missoula Job Service Address: 539 S 3rd St W Phone: 406.728.7060 Website: montanaworks.gov/job-service-montana</p>	<p>Mountain Home Montana Address: 2606 South Ave W Phone: 406.541.4663 Website: mountainhomemt.org</p>

<p>North-Missoula Community Development Corporation Address: 1500 Burns Street Phone: 406.829.0873 Website: nmcdc.org</p>	<p>City of Missoula Community Planning, Development & Innovation Address: 435 Ryman St Phone: 406.552.6399 Website: ci.missoula.mt.us/2086/Community-Development</p>	<p>Open Aid Alliance Address: 1500 W Broadway Suite A Phone: 406.543.4770 Website: openaidalliance.org</p>
<p>Partnership Health Center Address: 401 Railroad St Phone: 406.258.4789 Website: partnershiphealthcenter.com</p>	<p>Poverello Center Address: 1110 W Broadway Phone: 406.728.1809 Website: thepoverellocenter.org</p>	<p>Providence Health and Services Address: 500 W Broadway St Phone: 406.543.7271 Website: montana.providence.org/location-s-directory/s/st-patrick-hospital</p>
<p>Salvation Army Address: 355 S Russell St Phone: 406.549.0710 Website: Missoula.salvationarmy.org</p>	<p>State Probation and Parole Address: 1801 Stephens Ave Phone: 406.542.7120 Website: mt.gov</p>	<p>Summit Independent Living Address: 700 SW Higgins Ave Suite 101 Phone: 406.728.1630 Website: summitilc.org</p>
<p>UCC of Missoula Address: 405 University Ave Phone: 406.543.6952 Website: uccofmissoula.org</p>	<p>United Way of Missoula County Address: 412 West Alder Phone: 406.549.6104 Website: missoulaunitedway.org</p>	<p>VA Montana - HUD-VASH Address: PO Box 200545 Helena, MT 59620-0528 Phone: 406.841.2830 Website: housing.mt.gov</p>
<p>Volunteers of America Northern Rockies Address: 2801 S Russell St Suite #18 Phone: (844)-486-2838 Website: voanr.org</p>	<p>Western Montana Mental Health Center Address: 1321 Wyoming Street Phone: 406.532.8400 Website: wmmhc.org</p>	<p>Connect Montana Address: 712 W Spruce St Suite 18, Missoula, MT 59801 Phone: (406) 672-0780</p>
<p>YWCA Missoula Address: 1130 W Broadway Phone: 406.543.6691 Website: ywcaofmissoula.org</p>	<p>United States Senate, Jon Tester Address: 130 W Front St, Missoula, MT 59802 Phone: (406) 728-3003</p>	

COMMITTEES AND COMMITTEE LEADERSHIP

ARHC maintains committees and working groups to coordinate distinct projects. When an issue arises that requires more discussion, the large group refers to the appropriate committee. ARHC committees make decisions by consensus.

Committees	Meting Time	Meeting Location	Chair, Co-Chair, Note Taker
General	1 st Monday of every other month 10:00am – 12:00pm	Salvation Army or Virtual Meeting via Zoom	Chair: Sierra Lowney slowney@missoulahousing.org Co-Chair: Emily Armstrong armstronge@ci.missoula.mt.us Note Taker: Suraya Saadat
Executive Comprised of Executive Directors and management level staff. Meets to discuss agency projects, homeless policy issues, and to offer input and support for the implementation of the 10-year plan.	1 st Monday of every other month 9:30am – 11:00am	Salvation Army or Virtual Meeting via Zoom	Chair: Adam Ragsdale adam@missoulahousing.org Co-Chair: Jim Morton jpm@hrcxi.org Note Taker: Suraya Saadat
SOAR Ensures high quality SOAR applications are being submitted to the local Social Security Administration by monitoring community outcomes, identifying and resolving application challenges, identifying areas for SOAR expansion and exploring strategies for ongoing funding and sustainability.	1 st Thursday of every month 3:00pm – 4:30pm	Partnership Health Center or Virtual Meeting via Zoom	Chair: Netta Linder lindern@phc.missoula.mt.us Co-Chair: Kaitlyn Bosshardt bosshardtk@phc.missoula.mt.us Note Taker: Kaitlyn Bosshardt

WORKING GROUPS

These groups meet for project and event planning. Please contact the Chair(s) if you would like to be involved with planning.

Group	Chair, Co-Chair	
Emergency Winter Shelter	Jill Bonny jbonny@thepoverellocenter.org	Meets monthly from November through April. Under the direction of the lead agency, the committee discusses the Emergency Winter Shelter project run by the City and operated by the Poverello Center and other shelter efforts happening around the City to coordinate efforts. .
Point in Time Count	Emily Armstrong armstronge@ci.missoula.mt.us	Convenes each September through January to plan and implement Missoula's annual point-in-time homeless survey and housing inventory.
Homeless Persons' Memorial	Karissa Trujillo karissa@homeword.org	Convenes in the fall to plan the annual Homeless Persons' Memorial.
Continuum of Care	Jim McGrath jmcgrath@missoulahousin.org	Convenes in the summer to review HUD Continuum of Care applications and make recommendations to ARHC for endorsement. Meeting times are dependent on Housing and Urban Development process with CoC.
Coordinated Entry System	Lena Negrete lln@hrcxi.org Sam Hilliard hilliards@ci.missoula.mt.us	The Missoula Coordinated Entry Oversight Committee meets every 1 st and 3 rd Tuesday to discussed improvements, questions, and updates within MCES.

2022 CALENDAR (UPDATED Change to date this is updated)

*The dates, times and participants of the committees and/or working group marked "TBD" varies from year-to-year; Please contact the committee Chair(s) if you have questions as well as consult the ARHC Membership Policy Guide for more information (i.e. descriptions of each subcommittee/working group).

APRIL

TH 4/1 SOAR: 3:00pm – 4:00pm, Virtual Meeting or Partnership Health Center
M 4/4 Executive Committee: 9:30am – 11:00am, Virtual Meeting or Salvation Army

MAY

M 5/2 General ARHC Meeting: 10:00am – 12:00pm, Virtual Meeting or Salvation Army
TH 5/6 SOAR: 3:00pm – 4:00pm, Virtual Meeting or Partnership Health Center
M 5/17 Youth Homelessness Committee – 12:30pm – 1:30pm, Virtual Meeting or Jack Reidy Conference Room, 140 W Pine St

JUNE

TH 6/3 SOAR: 3:00pm – 4:00pm, Virtual Meeting or Partnership Health Center
M 6/6 Executive Committee: 9:30am – 11:00am, Virtual Meeting or Salvation Army
M 6/21 Youth Homeless Committee – 12:30pm – 1:30pm, Virtual Meeting or Jack Reidy Conference Room, 140 W Pine St

JULY

TH 7/1 SOAR: 3:00pm – 4:00pm, Virtual Meeting or Partnership Health Center
M 7/11 General ARHC Meeting: 10:00am – 12:00pm, Virtual Meeting or Salvation Army
M 7/19 Youth Homelessness Committee – 12:30pm – 1:30pm, Virtual Meeting or Jack Reidy Conference Room, 140 W Pine St

AUGUST

M 8/2 Executive Committee: 9:30am – 11:00am, Virtual Meeting
TH 8/5 SOAR: 3:00pm – 4:00pm, Virtual Meeting or Partnership Health Center
M 8/16 Youth Homelessness Committee – 12:30pm – 1:30pm, Virtual Meeting or Jack Reidy Conference Room, 140 W Pine St

SEPTEMBER

TH 9/2 SOAR: 3:00pm – 4:00pm, Virtual Meeting or Partnership Health Center
M 9/6 General ARHC Meeting: 10:00am – 12:00pm, Virtual Meeting or Salvation Army
M 9/20 Youth Homelessness Committee – 12:30pm – 1:30pm, Virtual Meeting or Jack Reidy Conference Room, 140 W Pine St

OCTOBER

M 10/4 Executive Committee: 9:30am – 11:00am, Virtual Meeting or Salvation Army
TH 10/7 SOAR: 3:00pm – 4:00pm, Virtual Meeting or Partnership Health Center
TH 10/18 Youth Homelessness Committee – 12:30pm – 1:30pm, Virtual Meeting or Jack Reidy Conference Room, 140 W Pine St

*TBD Point-in-Time Count Planning Committee
*TBD National Homeless Persons' Memorial Day

NOVEMBER

M 11/1 General ARHC Meeting: 10:00am – 12:00pm, Virtual Meeting or Salvation Army
TH 11/4 SOAR: 3:00pm – 4:00pm, Virtual Meeting or Partnership Health Center
M 11/15 Youth Homelessness Committee – 12:30pm – 1:30pm, Virtual Meeting or Jack Reidy Conference Room, 140 W Pine St
*TBD Point-in-Time Count Planning Committee
*TBD National Homeless Persons' Memorial Day
*TBD Emergency Winter Shelter Committee

DECEMBER

TH 12/2 SOAR: 3:00pm – 4:00pm, Virtual Meeting or Partnership Health Center
M 12/6 Executive Committee: 9:30am – 11:00am, Virtual Meeting or Salvation Army
M 12/20 Youth Homelessness Committee – 12:30pm – 1:30pm, Virtual Meeting or Jack Reidy Conference Room, 140 W Pine St
*TBD Point-in-Time Count Planning Committee
*TBD National Homeless Persons' Memorial Day
*TBD Emergency Winter Shelter Committee

OPERATION, MEETINGS & MORE INFORMATION

OPERATION

The City of Missoula Community Planning, Development & Innovation coordinates ARHC communications. The coalition is internally facilitated and operated by the membership. ARHC members facilitate meetings on a voluntary basis. Meetings and committee participation are open and any member may raise an issue for consideration by the group.

MEETINGS

The ARHC General Meeting meets the first Monday of every other month from 10:00am – 12:00pm via Virtual Meeting or at the Salvation Army located at 355 S Russell St. Subcommittee meeting times and locations vary. Contact your committee Chair for more information on meeting times and locations. All ARHC and committee meetings are open to the public.

MEMBERS

ARHC Members with Lived Experience

The At-Risk Housing Coalition is looking to recruit future ARHC members who have experienced the issues ARHC addresses related to housing, housing instability, and homelessness. This is an ongoing effort and not fully established as of yet. A group of ARHC members are working on establishing an outline for participating ARHC members with lived experience: incentives, guidelines, etc.

ARHC Member Removal

Any ARHC member can be removed by a two-thirds anonymous vote from an ARHC affiliated group for missing three consecutive meetings barring special circumstances, inappropriate behavior at ARHC functions or violating the ARHC policy guide practices.

ARHC SUBCOMMITTEE CHAIR EXPECTATIONS

The ARHC Chair and/or Co-Chair will:

1. **Contact the ARHC Coordinator** at least one week prior to the meeting with a complete agenda using the ARHC Agenda Template.
2. **If meeting in person, arrive 10 minutes prior** to the meeting to assist with set-up. If meeting via virtual meeting, join the call 5 minutes before the start time to ensure the meeting begins on time and identify any members that may be absent.
3. **Start and end the meeting on time.**
4. **Facilitate attendance and introductions:** The committee Chair will start off introductions and each attendee will provide their name and affiliation. If meeting in person, an ARHC issued sign-in sheet will be routed around the room and used to track attendance. If meeting via virtual meeting, each attendee will provide their name and affiliation in the chat box or verbally noted, if possible.
5. **Identify the next meeting, date, time, and location.**
6. **Introduce the 5-minute update:** Each agency will give a 5-minute report on any updates pertaining to their agency.
7. **Facilitate agenda review:** Go over the agenda with the group and note the time limit for each item. Ask for an additional agenda items, which will be agreed upon by the group and added to the end of the agenda, if there is adequate time. Leave enough time (20-30 minutes) for information sharing at the end of the meeting.
8. **Facilitate committee reports:** A representative from each committee will report on its activities and next meeting date. Any issues requiring decision-making by the group will be deferred to a later portion of the agenda.
9. **Facilitate the agenda:** Use the guideline listed below:
 - Announce each agenda item and introduce the presenter.
 - For each agenda item, there will be an Action and an Outcome. The Chair will help the group to clarify the appropriate Action and Outcome for each item.

Actions may include:

- Specific tasks for group members regarding the agenda item.

Outcomes may include:

- Taking no further action on the item.
- Referring the item to a committee for more work.
- Voting on the item.

- Facilitate discussion about the item. Verbally acknowledge the position of the group regarding the item. "There will be a discussion on this item."
- Keep track of those who request to speak and recognize speakers. The facilitator may choose to formalize the discussion with hand-raising and keeping a list of people wanting to speak.
- If the discussion gets off track, bring it back to the topic with a clarifying statement. "We were discussing [subject]. Let's continue that discussion."
- Verbally acknowledge when the item needs more work and should be referred to a committee. "It sounds like this item may require additional research and discussion. I suggest referring it to the _____ Committee."

FACILITATION GUIDELINES

ARHC meetings will be conducted with these general guiding practices:

- ❖ At ARHC meetings, all members will work toward the benefit and effectiveness of the group as a whole.
- ❖ New ARHC members are expected to attend the nearest ARHC General meeting they can attend.
- ❖ New ARHC members are expected to not miss more than two ARHC meetings with the exception of special circumstances.
- ❖ Start and end on time. The group will not repeat topics for those who arrive late. Those who leave early can expect that discussion will continue in their absence.
- ❖ Confidentiality – Keep information about program participants confidential.
- ❖ One speaker at a time.
- ❖ Allow time or all to be heard on an issue.
- ❖ Speak only for yourself or your organization.
- ❖ Treat all members with respect, even if there is disagreement on an issue.
- ❖ You have the right to pass.
- ❖ Non-Attribution – Use discretion and, when appropriate, avoid attributing comments and ideas expressed at ARHC meetings to particular individuals or agencies.
- ❖ Respect the agenda. Whenever possible, notify the Coordinator before the meeting of items to be placed on the agenda.
- ❖ Handouts: When possible, bring handouts to describe or illustrate your agenda item. If meeting virtually, prepare slides or provide a link to an external source to include on the agenda or in the chat box.
- ❖ Aid the facilitator in holding all meeting participants accountable to these guidelines.

MEETING STRUCTURE

All ARHC meetings will have the following structure:

- ❖ Introductions
- ❖ Sign-in using the ARHC issued attendance roster or if meeting virtually, provide your name and organization in the chat box.
- ❖ Review of meeting ground rules. (ARHC meetings are governed by Roberts Rules)
- ❖ Set next meeting date, time, location & facilitator.
- ❖ Review the agenda
- ❖ Approve meeting minutes.
- ❖ Agenda items
- ❖ Information Sharing

Before the Meeting:

Agenda

The ARHC agenda has a clear structure and this template is provided to Chairs. The committee agenda is created by the Chair. The Chair submits the agenda to the ARHC coordinator no less than 10 days prior to the meeting if they would like it distributed via the ARHC listserv. Group members are responsible for submitting agenda items to the Chair prior to the meeting. The ARHC Coordinator distributes the agenda and previous month's minutes to the group via email one week prior to each committee. ARHC General meeting committee Chairs must notify the ARHC coordinator of any schedule changes in order to have reminders and attachments on the listserv.

At the Meeting:

Introductions/Facilitation/Committee Roster Sign-In

ARHC meetings are facilitated by Chairs and Co-Chairs. When meeting in person, at the opening of every meeting the sign-in roster should be signed by attendees. Guests should be provided with information on ARHC membership. The roster and meeting minutes are submitted to the ARHC Coordinator after the meeting via email. When meeting virtually, each member and attendee should provide their name and organization either in the chat box or verbally during introductions. The note taker will keep track of meeting attendance.

The ARHC meeting begins with introductions, signing in, an overview of meeting ground rules, acknowledging when the next meeting is, reviewing the agenda, reviewing and approving the previous meeting's minutes, and a review of agenda items. At the ARHC General meetings, there are also committee reports to update the Coalition.

Decisions

ARHC makes decisions by majority vote of members present. ARHC members are allowed to vote on any issues about which they are well informed. Committee decisions are made by consensus.

Information Sharing

The meeting concludes with information sharing where each member briefly presents information about their programs. Members are encouraged to have items that will take longer than 2-3 minutes or require discussion or decision-making on the regular agenda, rather than during the information sharing time.

ARHC DECISION-MAKING PROCESS

Issue Discussion

- ❖ ARHC issues will be discussed, planned and examined in committees. Committees will make decisions by consensus.
- ❖ For issues, such as those regarding projects and programs, committees will forward their recommendations directly to the appropriate ARHC Committee or Action group. Committees will be expected to perform thorough research ad completing their work on the issue prior to sending into ARHC General or Executive Committee for a vote.

Voting

- ❖ ARHC will make decisions by simple majority vote. A 50% plus on quorum of the ARHC voters must be present when a vote is taken.
- ❖ Votes can be gathered in-person, verbally or by email.
- ❖ ARHC members may vote on issues they are informed of.
- ❖ Members will adhere to the following agreements regarding ARHC decision-making.
 - ARHC members from the applicant agency or individual will attend all general ARHC meetings.
 - ARHC members will take responsibility to remain informed and keep other members in their agency informed about issues addressed at ARHC meetings.
 - ARHC members will abstain from voting if they are not adequately informed about the relevant issues.
 - ARHC members will abstain from voting if they have conflicts of interest regarding the relevant issues.

ARHC Committee Decision Making – Consensus Model

ARHC committees will use a formal consensus decision-making model with a facilitator, timekeeper, and a note-taker to document issues and decisions. Committees will use rounds to hear all points of view on an issue and to determine if there is agreement. Speaking during rounds will be time to allow everyone to be heard.

If there is no consensus on an issue, the group will refer the issue back to a small group to answer questions and develop a new proposal. The committee members who blocked consensus will participate with the members of the small group to work on a solution.

Committee Decision-Making Participation

A committee member may have input in a decision when the member is well-informed about the issues being address. Members who are not adequately informed or have a conflict of interest will abstain from taking a decision-making role.

ARHC members will approach this decision-making model with mutual trust, respect, and consciousness about what is best for ARHC as a whole.

ADVOCACY

ARHC will decide on a **case-by-case basis** whether or not to play an advocacy role.

Notification

ARHC member who would like to request that ARHC plays an advocacy role for a particular issue or legislative bill will notify the ARHC Coordinator at least two weeks in advance of the meeting at which the request will be made and provide the following:

- ❖ A clear explanation of the issue and/or bill
- ❖ Definition of the position ARHC will be asked to take
- ❖ An outline of the talking points and strategy recommended to advocate this position.

The ARHC Coordinator will distribute this information to the ARHC group.

Presentation to ARHC

The member making the advocacy request will present all the above information at the ARHC meeting as a regular agenda item.

Agreement

ARHC members will agree by **consensus** whether or not to advocate on the issue. An ARHC membership list will accompany letters, indicating support from the agencies listed. If an agency does not agree with the decision to advocate for a particular issue, the agency's name will be removed from the ARHC membership lists for that specific mailing.

NETWORKING / INFORMATION SHARING FUNCTIONS

ARHC members approach each other as collaborators and resources between ARHC meetings.

The regular ARHC agenda will include items requiring more than two minutes of presentation; items requiring decision-making; items requiring questions and answers and discussion.

Detailed project planning will be assigned to committees.

ARHC will have a **HUD/Housing Best Practice** section at each ARHC General meeting.

- ❖ One agency representative will have 5-15 minutes to update ARHC with any information they are knowledgeable about in regards to HUD updates or housing best practices.
- ❖ This will only occur when there are relevant and/or timely HUD/housing updates to share.
- ❖ The ARHC will have an **Information Sharing** section of each ARHC meeting.
- ❖ All attendees will have 1-2 minutes to present whatever information they would like to about their

- ❖ Presentations will be uninterrupted, and this will not be a time for questions and answers or discussions. Brief questions for clarification will be acceptable.

ARHC COORDINATOR JOB DESCRIPTION

The ARHC Coordinator position is staffed through the City of Missoula Community Planning, Development & Innovation. The position averages 10 hours per week over the course of the year. The Coordinator will fulfill all job duties listed below as possible within the allotted 10 hours per week.

Meetings

- ❖ Schedule and reserve sites for ARHC General meetings; set up and take down meeting space.
- ❖ Coordinate with Committee Chairs for meeting agenda distribution 10 days prior to each ARHC meeting.
- ❖ Set ARHC General meeting agenda.
- ❖ Distribute ARHC agendas, minutes, rosters and announcements, when provided.
- ❖ Attend all ARHC General and Executive Committee meetings; attend other subcommittee meetings locally, as able.
- ❖ Take minutes at all ARHC General and Executive Committee meetings.

General Coordination

- ❖ Maintain and archive all ARHC minutes and other materials.
- ❖ Update and maintain email and mailing lists.
- ❖ Facilitate the distribution of information and communication between ARHC members.
- ❖ Coordinate ARHC membership application process.
- ❖ Maintain updated ARHC membership materials.

STATE COC REPRESENTATIVE JOB DESCRIPTION

The Missoula At-Risk Housing Coalition's nominated At-Large Representative for the State COC Board has a responsibility to represent our coalition's interest on behalf of the community we serve. The State COC Representative will fulfill all job duties listed below as possible:

Meetings

- ❖ Attend Statewide Montana Continuum of Care phone meetings. These occur monthly.
- ❖ Attend the two membership meetings. One is typically in person with the location rotating throughout the state.
- ❖ Report to and attend ARHC Continuum of Care Committee meetings. These are either bi-monthly or quarterly.
- ❖ Report to and attend the ARHC Executive Committee as needed. These meetings are every other month.

Term of Service

This position will serve for a period of 4 years in this role with the ability to renew service for an additional term.

Nominations and Voting

ARHC members may nominate themselves or be nominated by other members for this service position. Election to this position is handled by the Executive Committee in accordance with ARHC voting policies.

Presentation to ARHC

The member making the advocacy request will present all the above information at the ARHC meeting as a regular agenda item.



Membership Application - Cover Sheet

ARHC Mission: ARHC provides a forum for community cooperation and leadership in an overall effort to address issues surrounding homelessness in the Missoula area.

AGREEMENTS

In the conduct of ARHC business and through participation in ARHC meetings and activities, all members will subscribe to the following non-discrimination policy:

- ❖ It is the intent of ARHC that no person shall be denied his or her civil rights or be discriminated against based upon his or her actual or perceived race, color, national origin, ancestry, religion, creed, sex, age, marital or familial status, physical or mental disability, sexual orientation, gender identity or expression.
- ❖ ARHC members from the applicant agency or individuals will make all efforts to attend all General ARHC meetings and a majority of any Committee or Working Group meetings they are members of or participate in. The Executive Committee requires members not miss more than two consecutive meetings.
- ❖ ARHC members will take responsibility to remain informed and keep other members in their agency informed about issues addressed at ARHC meetings
 - ARHC members will abstain from voting if they are not adequately informed about the relevant issues.
 - ARHC members will abstain from voting if they have conflicts of interest regarding the relevant issues.
 - A representative of the member agency will contact the ARHC Coordinator to advise of any changes in membership status.
 - All members will follow ARHC procedures and protocols as outlined in the Policy Guide.



Membership Application

APPLICATION PROCEDURE

Please apply using ARHC membership application available online [At-Risk-Housing-Coalition website](#).

1. Complete the attached application for each individual application and return it via email or mail to:

Email address: saadats@ci.missoula.mt.us

Mailing address:

Suraya Saadat, ARHC Coordinator
City of Missoula Community Planning, Development & Innovation
435 Ryman St
Missoula, MT 59802

Once the application is complete, the ARHC coordinator will notify the chairs of the sub committees you have elected to join. If you have any questions or comments that cannot be answered by the chairs in your subcommittee, please contact the ARHC Coordinator.



Missoula At-Risk Housing Coalition

Membership Application

ARHC's Mission: ARHC provides a forum for community cooperation and leadership in an overall effort to address issues surrounding homelessness in the Missoula area.

First Name: _____ Last Name: _____

Name of Agency: _____

Position/Title: _____

Email Address: _____ Phone Number: _____

Agency Mission Statement and description of how your agency's mission relates to ARHC's mission. If applicant is not an agency, please state your personal mission as it relates to ARHC's mission. (*Attach additional pages if necessary*):

I understand that there are expectations regarding attendance and engagement for each committee. I am interested in joining or retaining my membership with _____ subcommittee(s) (check all that apply)

- AHRC General
- Continuum of Care Coalition (CoC)
- Executive Committee
- Missoula Coordinated Entry System
- Homeless Persons Memorial
- Partners for Reintegration (PFR)
- Point In Time Count (PIT)
- SSI/SSDI Outreach, Access and Recovery (SOAR)
- Unhoused Young People (formerly Transitional Age Youth/TAY)
- Emergency Winter Shelter



Missoula At-Risk Housing Coalition

AGREEMENTS

- In the conduct of ARHC business and through participation in ARHC meetings and activities, all members will subscribe to the following non-discrimination policy:
 - It is the intent of ARHC that no person shall be denied his or her civil rights or be discriminated against based upon his or her actual or perceived race, color, national origin, ancestry, religion, creed, sex, age, marital or familial status, physical or mental disability, sexual orientation, gender identity or expression.
- Voting Members or Designees from the applicant agency or individual will attend all general ARHC meetings.
- Voting Members and Designees will take responsibility to remain informed and keep other members in their agency informed about issues addressed at ARHC meetings.
- Voting Members and Designees will abstain from voting if they are not adequately informed about the relevant issues.
- Voting Members and Designees will abstain from voting if they have conflicts of interest regarding the relevant issues.
- A representative of the member agency will contact the ARHC Coordinator to advise of any changes in membership status, Voting Members or Designees.
- All members will follow ARHC procedures and protocols as outlined in the Policy Guide.

Applicant Signature: _____ Application Date: _____

FOR OFFICE USE ONLY

REVIEW/APPROVAL

Reviewed and Approved by: _____

Review Date: _____