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**To:** Rensselaer County Homeless Services Collaborative (RCHSC)

**From:** CARES, Inc.

**Date:** August 9, 2017

**Subject:** Voting on Board Slate, 2017 - 2018

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This memorandum details the process for voting on the Board Slate for the 2017 – 2018 Continuum of Care year. Per RCHSC’s Governance Charter, the RCHSC Board will be comprised of between 5 and 11 members, including a current or formerly homeless person. The Board assists the RCHSC in coordinating efforts amongst RCHSC members to fulfill all CoC responsibilities.

Board chairs serve two-year staggering terms. As noted in the attached 2016-2017 Board Slate, there are currently 2 Board members who will be carrying out the second year of their term and 7 Board members who are completing their two-year terms. These 7 Board members can be re-elected to serve on the Board, as there are no term-limits.

Board officer positions, who constitute the Executive Committee, include Chair, Vice-Chair, Secretary and Treasurer. Officer Responsibilities are as follows, per the RCHSC’s Governance Charter:

1. Chair: The Chair will call, set agendas for, and preside over all Board meetings.
2. Vice-Chair: The Vice-Chair will assume all of the Chair's duties in his/her absence.
3. Secretary: The Secretary will be responsible for providing notice of any meeting, and taking and distributing minutes. The Secretary will track Board and general membership attendance.
4. Treasurer: The Treasurer will be responsible for establishing an annual budget, recommending annual dues amount, and collecting dues.

Officers also serve two-year, staggered terms. There are no term limits on Officer positions. The Executive Board implements the RCHSC mission and purpose, including setting objectives and plans for the achievement of the RCHSC purpose and mission, implementing HUD CoC requirements, selecting applicants, the collaborative applicant or unified funding agency and HMIS lead, designing and implementing a collaborative process for the development, submission and approval of the annual application for HUD funding and ensuring that planning, systems development and implementation and program performance reviews occur in a collaborative and constructive manner.

If you are interested in becoming a Board member or Officer, or continuing your leadership as a Board member if you are completing a two-year term, please email Kelsey Addy at [kaddy@caresny.org](mailto:kaddy@caresny.org) by 9/29/17.

**Rensselaer County Homeless Services Collaborative  
Board Slate 2016-17  
Completing First Year of Two Year Term**

Member	Agency	Executive Committee Position	
Kathleen Ide	Catholic Charities Housing Office	Secretary	CoC-funded
Geoff Raiti	Soldier On		Non-CoC funded

**Completing Second Year of Two Year Term**

Member	Agency	Executive Committee Position	
Christopher Burke	Unity House	Treasurer	CoC-funded
Rev. Donna Elia	Troy Area United Ministries		Non-CoC funded
Thomas Hulihan	Troy Housing Authority		Non-CoC funded
Daquetta Jones	YWCA of the Greater Capital Region		CoC-funded
Kevin O'Connor	Joseph's House	Chair	CoC-funded
Tracy Pitcher	St. Paul's Center		CoC-funded
Wendy Wahlberg	LASNNY	Vice-Chair	Non-CoC funded

Summary: 9 members in total.

- 2 Board members (Kathleen Ide and Geoff Raiti), including one Officer, are continuing a second term for 2017-2018.
- 7 Board members, including 3 Officers, are eligible for renewed terms for the 2017-2018 slate, if they so choose (please remember to email Kelsey Addy, [kaddy@caresny.org](mailto:kaddy@caresny.org), with your interest in continuing to serve by 9/29/17).
- In addition to the current 9 Board members, there are 2 open seats (there can be up to 11 Board members at a time).
- There are 4 Board members who are non-CoC funded and 5 Board members who are CoC-funded.