



## **HSC Membership Chair & Vice Chair Position Description**

**Objective:** The Membership Chair and Vice Chair provide leadership to the Homeless Services Consortium (HSC) Membership by planning and facilitating monthly meetings. They actively engage Members to support the shared vision that all persons should have the opportunity to secure and maintain safe, stable, and affordable housing.

**Term Length and Method of Selection:** The terms for Chair and Vice Chair are one year. Seats are elected by the HSC Membership.

**Meetings and Time Commitment:** The Membership holds monthly meetings that last approximately 1.5 hours. The Chair and Vice Chair may also meet separately to plan monthly agendas and secure guest speakers.

The Chair and Vice Chair are expected to plan, advertise, and facilitate monthly Membership meetings. Absences reduce the effectiveness of the Membership meetings and the ability to provide consistent leadership.

The HSC Chair also holds a seat on the HSC Board of Directors, acting as a liaison between the Membership and the Board. The Chair is therefore also responsible for the duties listed in the HSC Board of Directors Position Description.

**Responsibilities:** The key responsibilities of the HSC Chair and Vice Chair include:

### HSC Chair:

- Set the agenda for monthly Membership meetings
  - Meet with Vice Chair to determine meeting topics
  - Reach out to and schedule speakers
  - Communicate with and confirm speakers at least one week prior to meeting
  - Agenda should include: day, date, time, location, and format of meeting (virtual, in-person, hybrid), breakdown of agenda items with times and presenter names, list of HSC Committees with next meeting date/time, info on how to contact HSC Chair and how to join listserv
- Determine location/format for meetings
  - For virtual or hybrid meetings, set up link
  - For in-person meetings, identify and reserve physical meeting spaces
  - Schedule location/format for the entire year and send to Membership
- Distribute monthly agenda
  - At least one week prior to meeting, email a PDF copy of the agenda to [hsc@cityofmadison.com](mailto:hsc@cityofmadison.com), addressed to HSC members
  - If meeting is in-person or hybrid, bring some physical copies of the agenda along

- Facilitate monthly Membership meetings
  - Adhere to the agenda to ensure all topics are covered
  - Encourage participation from Members when appropriate
  - Keep conversations on track, redirect as necessary
- Inform the Vice Chair of absences in a timely manner, ensure all Chair duties are covered
- In the absence of the Vice Chair, designate a Member to perform all Vice Chair duties
- Serve on the HSC Board of Directors

HSC Vice Chair:

- Collaborate with Chair to set the agenda for monthly meetings
- Assist Chair in determining location/format for meetings
- Help track meeting attendance
  - If in-person or hybrid, share QR code with Membership meeting participants
  - If virtual or hybrid, share link to Membership attendance google form in chat
  - Participants are expected to enter their own attendance; if someone is unable to access the form, the Chair or Vice Chair should record the person's attendance
- Record and distribute meeting minutes
  - Take meeting minutes at each Membership meeting
  - Meeting minutes should include the same information as the agenda, plus brief notes on the highlights of each presentation/activity, as well as electronic versions of any presentations or handouts
  - Send completed minutes in PDF format, including any additional attachments, via email to [hsc@cityofmadison.com](mailto:hsc@cityofmadison.com), addressed to HSC Members
- Inform the Chair of absences in a timely manner, ensure all Vice Chair duties are covered
- Facilitate Membership meetings if the Chair is absent for any reason, request a Member volunteer to assist with meeting minutes
- Assume all Chair duties on an interim basis if the Chair is unable to continue in their role for any reason
- Consider running for the Membership Chair position in the following HSC election