

## **CALL FOR NOMINATIONS** **for Facilitators of Continuum of Care (CoC) Membership**

### **Background: CoC Membership Facilitators**

The San Bernardino City and County Continuum of Care (CoC) is established to

The 2024 CoC Governance Charter calls for two Facilitators to lead the general membership (CoC Membership) in its responsibilities. These Facilitators are separate from the CoC Interagency Council on Homelessness (ICH) Board Chair and Vice Chair. Individuals should not serve as both a CoC Facilitator and the Board Chair or Vice Chair. Other Board Members could be selected to serve as a CoC Facilitator.

### **Candidate Qualifications**

- CoC Facilitators should have substantial working knowledge of the San Bernardino City and County CoC;
- Be dedicated to serving the best interest of the CoC as a whole;
- Be skilled in leading/facilitate large, diverse groups;
- Have a capacity to resolve conflict between members;
- Have working knowledge of the HUD CoC program;
- Have sufficient, flexible time to dedicate to the tasks of the CoC;
- Invested in working collaboratively with other leaders.

### **Duties and Responsibilities of the CoC Facilitators**

The duties and responsibilities are described in Chapter 2 of the CoC Governance Charter as adopted in July 2024. In general, the CoC Facilitators could be considered Co-Chairs who manage the accomplishment of the tasks identified for the CoC Membership body.

CoC Facilitators have leadership privileges parallel to the Board Chair and Vice Chair with respect to convening meetings, setting agendas, appointing Ad Hoc Committees.

Facilitators ensure the CoC Membership completes essential tasks such as calling full CoC Membership meetings at least three times each year, issuing a public notice inviting organizations and individuals to join the CoC; ensuring the Governance Charter is reviewed annually in consultation with the Collaborative Applicant and HMIS Lead agent, annually appointing an Ad Hoc Nominating Committee, ensuring an annual review and updates to Written Standards and Coordinated Entry policies by the groups identified to implement those tasks. A chart in the CoC Membership chapter in the Governance Charter provided detailed for the relationships between the CoC Membership, and other components of the CoC Structure.

### **How to Apply to Become a CoC Facilitator**

Individuals wishing to apply for a position of CoC Facilitator will complete the same Application Packet as those applying for a position on the Board. **Applicants will clearly mark the top of their application as “CoC Facilitator” and in the application will identify the seat they desire as a CoC Facilitator.**

Applications for CoC Facilitators should be submitted to the Office of Homeless Services (OHS) by electronically or in hard copy by October 21, 2024 to:

Office of Homeless Services  
Attn: CoC Board Application / Ruben Mendoza  
[HomelessRFP@hss.sbcounty.gov](mailto:HomelessRFP@hss.sbcounty.gov) or via  
560 East Hospitality Lane, Suite 200  
San Bernardino, CA. 92408