

# Home Again

*A 10-year plan to end homelessness in  
Portland and Multnomah County*

## **Coordinating Committee to End Homelessness (CCEH) Steering Committee Member Job Description**

The Steering Committee serves as the oversight and advisory committee to the Coordinating Committee to End Homelessness (CCEH). The committee's responsibilities include: leading the planning and coordination of Portland/Multnomah County's 10-Year plan and Continuum of Care plan, providing strategic recommendations for programs and/or policies to end homelessness, and drafting monthly agendas for CCEH meetings. The committee consists of up to 12 members, and two members are designated as co-chairs to facilitate monthly CCEH meetings.

The Steering Committee seeks diverse community representation, including service providers, individuals with past or current experiences of homelessness, government departments, faith groups, businesses, residents and other community groups.

### **Qualifications:**

- Commitment to work towards preventing and ending homelessness in our community.
- Ability to effectively represent and solicit community-wide interests and perspectives, and not be limited to personal or agency-specific interests.
- Ability to articulate and represent one's own opinions while also respecting and valuing other diverse opinions in the CCEH and the broader community.
- Capacity to support enhanced systems-level communication and coordination, locally, statewide and on a national level.
- Willingness to contribute time and effort on follow-up items, individually and as part of a team.
- Possesses a good understanding of CCEH, with demonstrated participation in CCEH activities. *It is strongly desired that applicants have attended three of the last six CCEH meetings.*

### **Responsibilities:**

- Provide oversight and review of 10-Year Plan goals and progress reports.
- Advise in coordination of Portland/Multnomah County's 10-Year Plan and Continuum of Care.
- Recommend, and assist in developing, agendas for CCEH meetings and opportunities for CCEH input, participation and advocacy.
- Represent CCEH at other regional meetings and networks; outreach to and recruit new participants to CCEH.
- Participate in a minimum of seven Steering Committee meetings annually; attend a minimum of six CCEH meetings annually.

**Review and selection process:** Recommendations for new members are accepted during open application periods that occur periodically when the Steering Committee membership is less than 10 people. Interested applicants will attend an informational session and submit an application. Candidates will be reviewed and selected by the Steering Committee with input from CCEH participants.

**Meeting schedule/Time commitment:** The Steering Committee meets once a month, on the 4<sup>th</sup> Tuesday of the month from 1:00 to 3:00pm at the Portland Housing Bureau. Members are encouraged to invest between 2-4 hours/month (outside of meetings) towards Steering Committee/CCEH goals and activities.

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