

# NC HMIS Executive Committee Roles and Responsibilities

---

This document outlines the roles and responsibilities of each NC HMIS Executive Committee member.

## **Chairperson**

**Serve as the primary point of contact for the NC HMIS Governance Committee (GC) and chair the NC HMIS GC Executive Committee.**

Specific responsibilities include:

- Coordinate and lead NC HMIS GC Meetings by:
  - Facilitating development of NC HMIS GC meeting agendas
  - Collecting status updates and materials for the meetings
  - Ensuring timely distribution and posting of meeting materials and relevant meeting info
  - Assigning out duties to Executive Committee Members as needed
- Ensure communication of NC HMIS GC matters to all members and review/approve official GC correspondence to GC members and outside members.
  - Coordinate with the Secretary to ensure smooth and consistent communication efforts
- Serve as primary point of contact for HMIS Lead Agency staff
- Coordinate and lead Executive Committee meetings
- Oversee the coordination of special requests and tasks

## **Vice Chairperson**

**Assist the Chairperson as necessary and serve as a member of the NC HMIS GC Executive Committee.**

Specific responsibilities include:

- Serve as Chair of the Monitoring Committee
- Assist the Chairperson with coordinating and leading NC HMIS GC Meetings
- Attend and participate in Executive Committee meetings
- Fulfill the duties of the Chairperson in the both officers are absent

## **Secretary**

**Record meeting minutes for GC meetings and serve as a member of the NC HMIS GC Executive Committee.**

Specific responsibilities include:

- Record meeting minutes for all GC meetings and ensure timely distribution of minutes
- Coordinate with all workgroups and committees to ensure meeting minutes are being recorded and distributed by a designated staff person on that workgroup/committee
- Coordinate with NCCEH to ensure posting of materials on NCCEH website

- Maintain/update NC HMIS GC POC list and workgroup/committee membership list
- Assist the Chair with communications efforts by distributing relevant information and materials as directed by the Chair and serving as a copy-editor and formatter on GC correspondence
- Attend and participate in Executive Committee meetings
- Fulfill the duties of the Chairperson and Vice-Chairperson in the event both officers are absent

## **Treasurer**

**Chair the NC HMIS Finance Committee and serve as a member of the NC HMIS GC Executive Committee.**

Specific responsibilities include:

- In the role of the NC HMIS Finance Committee Chair, fulfill the following duties:
  - Coordinate with HMIS Lead Agency (and HMIS Vendor as needed) on financial tasks and financial reporting
  - Communicate relevant information from Finance Committee to Executive Committee and ensure appropriate financial tasks are handled at Executive Committee level
  - Ensure appropriate distribution of information regarding financial matters to GC
  - Facilitate the development of an annual financial plan for NC in collaboration with the HMIS Lead Agency
  - Assist with other financial tasks as identified by the GC
- Provide monthly reports to the NC HMIS GC on the financial status of the statewide HMIS implementation
- Attend and participate in Executive Committee meetings
- Fulfill the duties of the Chairperson, Vice-Chairperson , and Secretary in the event all three officers are absent

## **At-Large Member**

**Serve as a member of the NC HMIS GC Executive Committee and assist Executive Committee members as needed with their responsibilities.**

Specific responsibilities include:

- Serve on at least 1 NC HMIS workgroup or committee
- Oversee the development and maintenance of the NC HMIS Governance By-Laws
- Ensure development and maintenance of NC HMIS GC informational documents, such as the Executive Committee roles/responsibilities document and GC organizational charts outlining workgroup and committee authority and reporting chain to GC
- Attend and participate in Executive Committee meetings