



## COSCDA Committee Leadership 2017 - 2018

### **Community Development:**

Chair: Joanie Perry (GA-S)  
Co-Chair: Dennis Porter, (ID-W)  
Co-Chair: Josh Hanford (VT-E)

### **Housing:**

Chair: Rebecca Frawley-Wachtel (MA-E)  
Co-Chair: Carrie Kronberg (CO-W)  
Co-Chair: Bill Guinther – (NH- E)

### **Homeless:**

Chair: Matthew LaMantia (OH-MW)  
Co-Chair: Rebekah Zahn (OK-MW)  
Co-Chair: Rosemary Luckett (KY-S)

### **Member Services:**

Chair: Deborah Johnson (ME-E)  
Co-Chair: Cheryl Brown (UT-W)

### **Training and Professional Development Subcommittee**

Chair: Leslie Leager (IA-MW)  
Co-Chair: Donna Enrico (PA-E)

### **Awards Review Subcommittee**

Chair: Traci Watts (LA-S)  
Members:  
Nancy Palmer (VA-S)  
Steed Robinson (GA-S)  
Rebecca Frawley-Wachtel (MA-E)  
Marcy Oerly (MO- MW)  
Brian Gaskill (NE-MW)  
Sharon Deal ID-W)

**Nominations and Elections Committee (Per Bylaws minimum of 3 members - Chair - Member Services Committee or Immediate Past President)**

- Traci Watts (LA-S)
- Jean Barrette (NV-W)
- Josh Hanford (VT-E)

Committee Principles:

1. No officers as committee chairs
2. No state has two chairs
3. Generally, seek co-chairs from different states than board members
4. Maximize leadership opportunities for chairs and co-chairs
5. Maximize regional diversity



## **Responsibilities of COSCAR Committee Chairs and Co-Chairs**

### **Community Development, Housing, and Homelessness:**

COSCAR has designated committees in three programmatic issue areas central to COSCAR's mission: Community Development, Housing, and Homelessness. The Committee Chair is a member of the COSCAR Board of Directors. The committee co-chair(s), non-board members from the COSCAR membership are designated to share committee leadership responsibilities. For most functions, the committee chair and co-chairs serve as a team and share leadership responsibilities for the committee. Committee membership is comprised of staff members of COSCAR member agencies attending meetings of the committee. When votes are taken, each state has one vote with voting authority vested in the staff person designated by the COSCAR member agency. The primary responsibilities of the Chair and Co-Chair are to:

- ❖ Ensure that COSCAR priorities are aligned with the COSCAR membership;
- ❖ Develop priorities for board review and approval for the Annual *COSCAR Federal Advocacy Priorities* report (in conjunction with COSCAR staff);
- ❖ Chair Committee Meetings (held twice per year at Program Managers Meeting and Annual Training Conference);
- ❖ Chair Committee Calls (held on an as needed basis throughout the year)
- ❖ Provide direction to COSCAR staff regarding emerging community development, housing, and homelessness issues that may need to be brought to the attention of the membership;
- ❖ Develop committee agenda with input from COSCAR Staff;
- ❖ COSCAR President in conjunction with the Committee Chair will appoint Co-Chairs to ensure that minutes are taken at each committee meeting and call to include taking attendance and recording votes which shall be forwarded to COSCAR staff at the conclusion of each meeting and/or call.
- ❖ Report committee meeting proceedings to Membership at Annual Training Conference;
- ❖ Serve as liaison between the committee and the COSCAR Board of Directors (Committee Chair).
- ❖ Subcommittee chairs will coordinate the Program Managers Meeting and the Annual Conference in conjunction with COSCAR staff; this coordinate includes development of programmatic content; session identification; session speakers and moderators.

The recommendations generated through this process will be forwarded to the Chair of the Member Services Committee for implementation.



### **Member Services Committee:**

COSCD A has designated a Member Services Committee to ensure that COSCD A membership services are aligned with the priorities of the COSCD A membership and to enhance COSCD A member engagement. The Committee Chair is a member of the COSCD A Board of Directors. A committee co-chair, a non-board member from the COSCD A membership, is designated to share committee leadership responsibilities. For most functions, the committee chair and co-chair serve as a team and share leadership responsibilities for the committee. Committee membership is comprised of staff members of COSCD A member agencies. When votes are taken, each state has one vote with voting authority vested in the staff person designated by the COSCD A member agency. The primary responsibilities of the Chair and Co-Chair are to:

- ❖ Receive input, identify priorities, and develop appropriate strategies in such areas as information dissemination through action alerts, member updates, and the website, the annual training conference and regional conferences, the COSCD A Academy, and the COSCD A achievement awards and assuring that this input is considered by the COSCD A Board of Directors;
- ❖ Assure alignment of training priorities through membership on the Training and Professional Development Subcommittee
- ❖ Chair Committee Meetings as needed
- ❖ Develop committee agenda with input from COSCD A Staff;
- ❖ Ensure that minutes are taken at each committee or subcommittee meeting and call to include taking attendance and recording votes which shall be forwarded to COSCD A staff at the conclusion of each meeting and/or call.
- ❖ Report committee meeting proceedings to Membership at Annual Training Conference;
- ❖ Serve as liaison between the Committee and the COSCD A Board of Directors (Committee Chair).
- ❖ Chair the annual Nominations and Elections process. (See below)

### **Training and Professional Development Subcommittee:**

In 2009, COSCD A re-structured the fluid team that had developed the COSCD A Academy, into a more formal Training and Professional Development Committee. The Committee Chair is a member of the COSCD A Board of Directors. A committee co-chair, a non-board member from the COSCD A membership is designated to share committee leadership responsibilities. For most functions, the committee chair and co-chair serve as a team and share leadership responsibilities for the committee.

Other members are designated by the COSCDA President; overall membership will be recruited to assure representation from the various program areas and regions. The Training and Professional Development Subcommittee is an ongoing working subcommittee. The responsibilities of the Chair and Co-Chair are to facilitate the work of the subcommittee throughout the year; the mission of the subcommittee is to:

- ❖ Recommend a range of Training and Professional Development programs that serve the needs of COSCDA members and promote excellence in public service by state-level and, where appropriate, local personnel in such areas as Community Development, Housing, Homelessness, Disaster Recovery and Neighborhood Stabilization.
- ❖ Upon approval by the Board and with the support of COSCDA staff, develop training and professional development programs that are aligned with COSCDA's priorities, including recommending budgeting resources from the COSCDA academy and advising on the scheduling of training programs, training venues, and delivery cost and revenue.
- ❖ Chair committee meetings, held as needed throughout the year to prioritize and development training and professional development programs for COSCDA;
- ❖ Develop subcommittee agenda with input from COSCDA Staff;
- ❖ Ensure that minutes are taken at each committee meeting and call to include taking attendance and recording votes which shall be forwarded to COSCDA staff at the conclusion of each meeting and/or call.
- ❖ Report subcommittee meeting proceedings to Membership at Annual Training Conference;
- ❖ Serve as liaison between the subcommittee and the COSCDA Board of Directors (subcommittee Chair).

#### **Awards Review Subcommittee:**

COSCD A holds an Annual Awards competition in the Spring of each year. The awards are presented during COSCD A's Annual Training Conference. The Sterling Achievement Awards are bestowed annually to state programs, based on nominations from our membership in the community development, housing and homelessness programmatic areas and are designed to provide national recognition to COSCD A members; there is also The President's Award for Innovation, which recognizes innovative activities, policies or programs that have been implemented at the state level, which have demonstrated success in solving community needs. There is also the award named in honor of long time COSCD A member, James Reeves which recognizes an individual COSCD A member who has made the most significant and sustained contribution to the work and mission of COSCD A during the last five years. These awards celebrate the success and honor COSCD A member projects that have made a significant contribution to COSCD A or have undertaken a project that highlights the state's leadership role in community development and housing.

The Awards Review Sub-Committee is made up of a board member who chairs the sub-committee along with a panel from the overall membership will be appointed to assure representation from the various program areas and COSCDA regions.

**Nominations and Elections Committee:**

Per the COSCDA Bylaws, the Nominations and Elections Subcommittee will offer recommendations for both At-Large members of the board and for a slate of officers to be considered and voted upon at the COSCDA Annual Meeting. The President shall appoint the nominating committee, which shall consist of at least three (3) members to include the Chair of the Member Services Committee of Immediate Past President, and two (2) additional members, at least one of whom shall not be a member of the Board of Directors. No member of the Nominations and Elections Subcommittee may be considered for a position on the Board for the year they serve on the committee. The committee shall be appointed annually at the March Board Meeting.