

Member Agreement for agencies

River Valleys Continuum of Care (MN-502) is committed to ensuring broad and representative membership, as well as engaged participation and commitment to advancing our shared goals of preventing and ending homelessness in our region. To accomplish these two goals, the Continuum of Care (CoC) has established expectations for participants in CoC activities and requires member agreements from participants.

Members abide by the CoC Code of Conduct:

Within River Valleys CoC meetings and events, as well as in the agencies and communities represented, members commit to:

1. Represent in a fair, honest and respectful manner their individual agencies, their communities, the CoC, and the homeless individuals and families they represent.
2. Consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of the CoC partnership and persons experiencing homelessness.
3. Strive to be informed on the purpose of the CoC and the member's role as constructive participants in the collaborative work of the CoC.
4. Stay up-to-date on CoC strategies and planning and actively support the goals and strategies of the CoC.
5. Keep their promises to the CoC and its members, and to avoid unwise or unclear commitments that they are unable to fulfill.
6. Uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
7. Clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the CoC.
8. Resolve conflicts with other members in a responsible fashion, and encourage conflict resolution among other members.

Leaders within the CoC, i.e. committee members and chairs, have the extra responsibility of setting an example by their personal performance and attitude to convey honest, respectful, and ethical values, and a consistent commitment to the shared goals of preventing and ending homelessness.

Members abide by the CoC Rules of Engagement

Within River Valleys CoC meetings and events, members strive to work together and engage with each other in ways that demonstrate mutual respect and that maintain focus on our shared goals. Even when we may disagree with each other, members commit to:

1. Start and end all meetings on time.
2. Adhere to meeting agendas.
3. Participate. The CoC is an open and collaborative process and everyone is responsible for their own participation.
4. Consider all ideas valuable. Look for ways to make new ideas work, not for reasons they won't.
5. If in doubt, ask a question. Remember no question is a dumb question. We are all learning from each other.
6. Listen to the speaker who has the floor and hold no sidebar conversations.
7. Don't interrupt. Let other finish their thoughts.

8. Respect each other and help each other be right, not wrong. If you disagree, do it respectfully and disagree with the idea or the statement and not the person.
9. Respect all clients and beneficiaries of housing and services provides by the participating organizations.
10. Focus on ending homelessness and not on individual agendas or agency problems.

Members abide by CoC membership policies

River Valleys CoC requires active, diverse, and region-wide participation to effectively prepare and carry out a region-wide Continuum of Care Plan to prevent and end homelessness. The CoC desires participation from members who are interested and willing to commit to supporting the CoC in a professional and active manner, as described above.

1. Each member Agency/Organization shall appoint one (1) individual to serve as a Member Representative on the CoC and one standing Committee.
2. Additional agency staff, administration, or board members are invited to attend CoC meetings and participate on committees.
3. Member Agencies are expected to strive for 100% attendance at all scheduled CoC and chosen Standing Committee Meetings/Activities.
4. If a representative is unable to attend a scheduled CoC or Committee Meeting, an alternative representative should be appointed to attend in the member representatives' absence.
5. Voting rights shall be given to only on (1) representative from each member agency.
6. Member Agencies without representation at less than 50% of meetings in a twelve month period (including committee meetings) will forfeit voting privileges.
7. Representatives should come to each meeting prepared to actively participate.
8. All members are expected to abide by the CoC Code of Conduct, Rules of Engagement, and any applicable CoC policies, including the Non-Discrimination Policy, while participating in organizational meetings or representing the CoC.
9. Representatives are responsible for following through with all leadership positions, commitments, or assignments they agree to as part of or on behalf of the CoC.
10. Member Agencies are responsible for notifying the CoC Coordinator of any changes in contact information for their agency or of their Member Representative.

(Remainder of page intentionally left blank. Authorized representative signature follows on next page.)

Name of Member Agency/Organization: _____

Name of agency division/department, if a government entity: _____

Address: _____

agrees to become a member of the River Valleys Continuum of Care, understanding and agreeing to the Membership Policies, Code of Conduct, and Rules of Engagement described in this Membership Agreement. Member Representatives assigned below have received a copy of this Member Agreement and have confirmed intent and ability to comply with the requirements of this agreement.

Name of Authorized Representative: _____

Signature of Authorized representative: _____ Date: _____

The following individual(s) have been assigned to serve as **Member Representatives** for
_____ (Member Agency/Organization):

Name	Title/Position	Phone Email	County/Counties Represented