



Homeless Missourians Information System Steering Committee Member Role and Responsibilities

PURPOSE:

The purpose of the Steering Committee is to oversee the HMIS, make decisions, suggestions, and recommend policy changes as needed. The Steering Committee will periodically review operating policy and procedural documents, accept and review software modifications, and make recommendations to the Project Director for approval by the MASW Board.

RESPONSIBILITIES:

The HMIS Steering Committee Member will facilitate further development of the HMIS Balance of State system statewide network of service providers. Job duties include but are not limited to:

- Provide input on the various topics covered;
- Participate in decision-making and recommend policy and make procedures;
- Support coordination of statewide activities;
- Assist in the creation of printed materials, brochures, and mailings; and
- Disseminate information about the committee and the HMIS.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge and an understanding of homelessness in the state of Missouri;
- Understanding of federal program requirements; and
- Communication skills.

QUALIFICATIONS:

The commitment to participate and contribute to the Steering Committee toward reaching the goals of the HMIS project.

MEETINGS:

Quarterly or as conveyed.

PARTICIPATION:

Attend, by phone and/or in person, a minimum of 75% of the regularly scheduled annual meetings.

Attend in-person at least 25% of the regularly scheduled quarterly meetings.

LOCATION:

MASW offices at 606 East Capitol Avenue in Jefferson City.

WHO WILL SERVE:

Homeless Advocates, Housing Providers, State Agencies, Formerly Homeless Persons, Service Providers Representatives, and persons concerned about homelessness and housing.