



Interagency Commission on Homelessness

Montgomery County Continuum of Care Communications Committee

Committee Responsibilities and Composition

I. Roles and Responsibilities of the Committee include:

- Educate the community about homelessness, best practices to reduce homelessness, resources needed to reduce homelessness, and long-term savings that are achieved by providing permanent, stable housing
- Market the work of the Continuum of Care to the general public
- Manage the CoC's website and take the lead role in events planning and messaging, including messaging and marketing of special initiatives

II. Communications Committee Members will:

- Participate and make decisions with our shared commitment to ending homelessness for all Montgomery County residents at the center
- Provide knowledge, leadership, and expertise to inform communication efforts
- Play a key role in developing communications and messaging strategies to support the work and initiatives of ICH
- Assist with preparation and delivery of presentations and other efforts to share information and align efforts across ICH committees in order to carry out responsibilities and achieve committee and community goals
- Identify ad hoc and standing workgroups as necessary to conduct specific tasks and/or identify specific improvements to the coordinated response to homelessness
- Attend and actively participate in monthly committee meetings
- Attend bi-monthly meetings of the full Interagency Commission on Homelessness
- Comply with the Conflict of Interest requirements outlined in 24 CFR part 578.95 and uphold the highest standards of ethical conduct. These standards are outlined in the Montgomery County Statement of Ethics, Code of Conduct and Conflict of Interest Policies and Procedures.

III. Chair, Co-chair and Secretary Responsibilities

The committee positions are described below:

- Chair: Responsible for leading all aspects of the committee, including reporting on the goals and progress of the committee's work and identifying recommendations that need to be acted or voted upon by the full ICH
- Co-Chair: Supports the Chair to lead the committee and serves in the Chair's role if the Chair is absent
- Secretary: Responsible for record-keeping for the committee, including taking minutes and recording major deliberations and votes
- Commission Representative: Must be a Commissioner of ICH and is responsible for representing the committee on the Governance Committee. A Commission Representative may also serve as the Chair or Co-Chair of the Committee.

IV. Communications Committee Composition

The Communications Committee will consist of 11 members from the broad array of public and private stakeholders who are actively committed to ending homelessness in Montgomery County.

- Individuals with experience in communications, marketing, campaign management, messaging and other related expertise.
- The Department of Health and Human Services, Services to End and Prevent Homelessness
- At least two members with lived experience of homelessness or housing instability
- A Commissioner of the Interagency Commission on Homelessness