

City of Chandler
Neighborhood Resources Department
Housing and Human Services Commission
Revised November 7, 2018

**ALLOCATIONS SUBCOMMITTEE COMPOSITION
AND LEADERSHIP CRITERIA**

Purpose:

The purpose of the Allocations Subcommittee Composition and Leadership Criteria Guidelines is to ensure an equitable selection process which provides every HHSC member the opportunity for consideration for chairmanship of the HHSC.

Subcommittees:

- CDBG/HOME
- Families in Crisis
- Youth
- Special Populations

Leader/Membership Composition – CDBG/HOME Subcommittee:

- Minimum of four HHSC members
- Minimum of two members must have served on the committee previously
- All HHSC members are eligible to serve on the CDBG/HOME Subcommittee
- All HHSC members are encouraged to attend CDBG/HOME Subcommittee meetings even if they are not official Subcommittee members, for purpose of understanding ongoing management decisions to be made throughout the year
- Minimum of five members total
- At least one HHSC member must be new to the Subcommittee to ensure ongoing sustainability
- HHSC members are eligible for election as Subcommittee Chair
- The Subcommittee Chair will rotate each meeting
- Subcommittee chairs are elected by subcommittee members, both HHSC members and community volunteers, at the CDBG/HOME Subcommittee orientation meeting
- The Subcommittee Chair election will be ratified by the HHSC through approval of Subcommittee minutes

Leader/Membership Composition – GF Subcommittees:

- Minimum of three HHSC members
- At least one HHSC member must have served on the Subcommittee previously
- At least one HHSC member must be new to the Subcommittee to ensure ongoing sustainability
- Minimum of five members total

- HHSC members are eligible for election as Subcommittee Chair
- The Subcommittee Chair will rotate each meeting
- Subcommittee chairs are elected by subcommittee members, both HHSC members and community volunteers, at the General Fund Allocations Subcommittee orientation meeting
- The Subcommittee Chair election will be ratified by the HHSC through approval of Subcommittee minutes

Roles and Responsibilities:

The Subcommittee Chair is responsible for:

- Facilitating the business of the Subcommittee in a timely, inclusive manner;
- Communicating with staff and Subcommittee members during meetings clearly and timely;
- Relaying questions and concerns to staff during meetings for follow-up and resolution; and
- Following Robert's Rules of Order.

City staff is responsible for:

- Coordinating and preparing for Subcommittee meetings;
- Recording and distributing meeting minutes;
- Researching requested information and providing follow-up information;
- Recording and producing Subcommittee minutes; and
- Other general support as appropriate.

Other Considerations:

- Staff will keep historical records of Subcommittee membership and prepare a draft Subcommittee roster for consideration by HHSC;
- Two HHSC members must serve on a minimum of two committees;
- All Subcommittee recommendations and minutes are ratified by the HHSC; and
- The HHSC can mandate via majority vote that all HHSC members serve on the CDBG/HOME Subcommittee in any given year.