RIVER VALLEYS CONTINUUM OF CARE (MN-502)
MEMBERSHIP AGREEMENT

Whereas, the River Valleys CoC requires active, diverse, and region-wide participation to effectively prepare and carry-out a Region-wide Continuum of Care Plan;

Whereas, the River Valleys CoC desires participation from members who are interested and willing to commit to supporting the CoC in a professional and active manner; and

Whereas, ____________________ is willing and interested in becoming a member of the River Valleys CoC.

Therefore, the above named Member Agency/Organization agrees to become a Member of the River Valleys CoC, understanding and agreeing to the following membership polices and the organization code of conduct.

I. Membership Policies:
   A. Each member Agency/Organization shall appoint one (1) individual to serve as a Member Representative on the CoC and one standing Committee;
   B. Additional agency staff, administration, or board members are invited to attend CoC and participate on committees;
   C. Member Agencies are expected to strive for 100% attendance at all scheduled CoC and chosen Standing Committee Meetings/Activities;
   D. 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;
   E. Voting rights shall be given to only one (1) representative from each member agency;
   F. Member Agencies with representation at less than 50% of meetings in a twelve month period (including committee meetings) will forfeit voting privileges;
   G. Representatives should come to each meeting prepared to actively participate;
   H. All members are expected to abide by the CoC Code of Conduct while participating in organizational meetings or representing the CoC;
   I. 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; and
   J. Member Agencies are responsible for notifying the CoC Coordinator of any changes in contact information for their agency or of their Member Representative.

II. Rules of Engagement:
   A. Consider all ideas valuable. Look for ways to make new ideas work, not for reasons they won’t.
   B. If in doubt, ask a question. Remember no question is a dumb question.
   C. Start and end all meetings on time.
   D. Listen to the speaker who has the floor and hold no sidebar conversations.
   E. 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.
F. Respect all clients and beneficiaries of housing and services provide by the participating organizations.
G. Adhere to meeting agendas.
H. Participate. The CoC is an open and collaborative process and everyone is responsible for his/her own participation.
I. Don't interrupt, let other finish their thoughts.
J. Focus on ending homelessness and not on individual agendas or agency problems.

As a member of the River Valleys CoC and/or affiliated committee, I agree to represent myself, my agency, my county, my region, and/or my state in a professional manner and advance the efforts of the River Valleys CoC by adhering to the provisions of this Membership Agreement.

__________________________________________  __________________
River Valleys CoC Individual Member/Agency Member  Date
RIVER VALLEYS CONTINUUM OF CARE (MN-502)
CODE OF CONDUCT

Commitment and Professionalism are vital to creating and maintaining an effective and efficient Continuum of Care (CoC) process that will benefit each member of the River Valleys CoC and the homeless men, women, and children they represent. Both are integral to creating and sustaining a strong continuum in which collaboration and services can grow.

Obligations:

1. Members should strive to represent in a fair, honest, and respectful manner their individual agencies and the homeless individuals and families that they are here to represent.
2. Members should be informed on the purpose of the CoC and its role in the CoC process.
3. Members should strive to stay up-to-date on CoC strategies and planning.
4. Members should strive to keep their promises and avoid unwise or unclear commitments that they are unable to fulfill.
5. Members are expected to uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
6. Members should 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.
7. When conflicts occur among members, they should attempt to resolve these conflicts in a responsible fashion.
8. Leaders have the extra responsibility of setting an example by their personal performance and attitude that convey honest, respectful, and ethical values.
9. Members should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of those they represent.

As a member of the River Valleys CoC and/or affiliated committee, I agree to represent myself, my agency, my county, my region, and/or my state in a professional manner by adhering to the guidelines laid out in the Code of Conduct of the CoC.

____________________________________  ______________________________
River Valleys CoC Individual Member/Agency Member  Date