HMIS Board Member Responsibilities

Below are the responsibilities of all HMIS Governing Board members. These responsibilities will be further explained and discussed during a new member’s on-boarding and orientation process. The responsibilities are intentionally written in a manner that clearly reflect the HMIS Governing Board’s authority but fully acknowledges the strength of and delegated author to the Board’s Committees. As such, a deep and full knowledge of each Committee is not expected of an HMIS Governing Board member.

1. **Oversee and provide direction to Minnesota's HMIS implementation**
   1. **Policies**
      1. Review HMIS Policies annually
      2. Address policy questions as they arise, including but not limited to, the Data Privacy and Grievance Policies
      3. Direct the Lead Agency on the use of data for research purposes and reports
      4. Provide direction and guidance on HMIS practices
      5. Make timely decisions to enhance HMIS performance
      6. Provide assistance to lead agency in ensuring system compliance with HUD and other legislative mandates

* 1. **Priorities**
     1. Approve priorities annually
     2. Adjust priorities according to available resources
     3. Oversee and approve annual priorities as proposed by the Policy & Prioritization Committee
  2. **Budget**
     1. Oversee and approve annual budget as proposed by the Finance Committee
     2. Pursue funding, as needed
  3. **Communications**
     1. Annual board outreach visit to an assigned Minnesota Continuum of Care region or the Minnesota Tribal Collaborative
     2. Assist in planning for and participate in the Annual Meeting
     3. Oversee and approve annual communication plan as proposed by the Communications Committee
  4. **Gathering user input**
     1. Oversee and approve annual implementation committee plan as proposed by the Implementation Committee

1. **Select and oversee performance of Lead Agency**
   1. Structure and oversee any request for proposals (RFP) processes for Lead Agency, as needed
   2. Establish expectations for Lead Agency updates (e.g., format, frequency, scope) through
   3. Review and approve annual performance review of the Lead Agency as proposed by the Policy & Prioritization Committee
2. **Select and oversee performance of Software Vendor**
   1. Establish expectations for vendor performance updates from the Lead Agency (e.g., format, frequency, scope)
   2. Actively engage with and participate in vendor performance update conversations as provided by the Lead Agency
   3. Address vendor performance concerns through the Lead Agency
   4. Structure and oversee any request for proposals (RFP) processes for software vendor services, as needed
3. **Logistics and board norms** 
   1. Active and consistent participation in monthly meetings; if unable to attend, inform the Chair and Secretary
   2. Active and consistent participation in at least one Committee
   3. Participation in time-limited Work Groups, as they arise, is strongly encouraged
   4. Observing/Shadowing at least one meeting for each Committee is encouraged
   5. Use of all resources and experiences, not just Board, Committee and Work Group meetings, to deepen understanding of the HMIS governance and its complexities
   6. Service as an ambassador of HMIS in work place and professional settings, representing it and its governance in a transparent and helpful manner