**Coalition process for appointing representatives to other groups: 9/29/21**

While the Coalition is a loose network comprised of participants from non- profit agencies, government entities, advocacy groups, for-profit business, faith communities, and unaffiliated individuals, we know that both informal and formal collaboration with other groups is essential for effective efforts to promote shelter/housing for all.

Formal collaboration (where a Coalition member specifically represents the Coalition) requires approval by the Coalition. Generally, those willing to represent the Coalition should have a level of knowledge of the Coalition’s work and priorities demonstrated by engagement with the Coalition over the 6 months prior to the appointment.

Groups seeking formal collaboration can [fill out the Coalition Committee Representative Request Form](https://www.pchomeless.org/Committees/Create) available on the Coalition webpage under the Committees link. Representatives are confirmed through the Friday Meeting polling process, with volunteers or nominated individuals being put forward for vote to serve as the Coalition’s representative.

*Characteristics of a Coalition Representative*

* Regular engagement with Coalition during the 6 months prior to requested representation.
* Working relationship with multiple Coalition members
* Work authorization to commit time (if employed)
* Ability to publicly support Coalition positions

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| *Process for appointing Representative** Request Made
* Coalition Publishes request at a Friday Morning Meeting and on Listserv to apply.
* Steering Committee makes recommendation the following Wednesday
* Coalition votes the next Friday to confirm an appointment
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Note: For Steering committee information: When a requesting organization opens the pchomeless.org committee link for seeking a representative, they are asked to provide the information below. The form also includes a way to indicate that the request has been filled. This resource has not been used much, and unless Gerrit has been monitoring it, this process has not been assigned to any one of us for follow-up.

Create new Committee Representation Request

Top of Form

Committee Name

Committee Description

Time Commitment

Status Requested  (drop down menu states options: In Review /Active /Completed/ Declined)

Start Date

End Date

Reps. Needed

Desired Skills

Specific Person Request