



## Alaska Homeless Management Information System (AKHMIS) Advisory Board Member Agreement

### ROLE AND RESPONSIBILITIES

The Alaska Homeless Management Information System (AKHMIS) Advisory Board is responsible for establishing policies, procedures, and protocols for functions essential to the viability and success of AKHMIS, including, but not limited to:

- Data privacy and security,
- Data quality,
- Data analysis,
- Reporting, and
- Data sharing protocols.

The AKHMIS Advisory Board is responsible for providing input and feedback on the creation of Policies and Procedures related to AKHMIS. This includes, but is not limited to, the following documents:

- AKHMIS Advisory Board Governance Charter,
- AKHMIS Policies and Procedures,
- AKHMIS User Guides / Visual Guides ,
- Standardized Client Release of Information,
- AKHMIS Organization Partnership Agreement
- AKHMIS Data Quality Plan Participating Organization Agreement,
- AKHMIS User Agreement,
- AKHMIS Interorganizational Data Sharing Agreement, and
- AKHMIS Coordinated Services Agreement

AKHMIS Advisory Board members will have the ability to inform the Continuum of Care (CoCs) on the areas of AKHMIS that would benefit from enhancement or improvement. Board members will also be instrumental in providing feedback on system structure, training practices, and policies.

Every prospective AKHMIS Advisory Board member must sign this AKHMIS Board Member Agreement to become a full member of this Board, which indicates agreement to all of the following:

- AKHMIS Advisory Board Governance Charter,
- Fulfill board member's responsibilities as described in this document,
- Willingness to sign a Conflict of interest statement as a member of the AKHMIS Advisory Board, and
- Maintenance of confidentiality of data (including project, program, or organization-specific information) brought to the meeting for the purposes of fulfilling the responsibilities of the AKHMIS Advisory Board and which is not intended for public consumption.

## MEETINGS AND ATTENDANCE

AKHMIS Advisory Board meetings will be held at least quarterly. Meetings may occur in-person and / or through conference call. One in-person meeting each year will be designated as the annual meeting. This will be the meeting at which any formal changes to governance policies and documents should be reviewed and adopted before being presented to the CoC governing bodies.

AKHMIS Advisory Board members are required to attend all meetings. After two consecutive unexcused absences, the member may be asked to resign.

AKHMIS Advisory Board members will participate based upon their knowledge and proper use of AKHMIS, as well as for representation of a certain population, interest group, or geographic region.

AKHMIS Advisory Board member will be an active participant in at least one committee over their term, as necessary.

## TERM ON BOARD

AKHMIS Advisory Board member terms shall be two years. Terms may be renewed upon agreement by the AKHMIS Advisory Board and the member seeking reappointment. AKHMIS Advisory Board membership is voluntary and members will not be compensated for participation.

## MEMBERSHIP TERM

This AKHMIS Advisory Board Member Agreement will become effective upon signature of the named member and shall remain in effect until termination or renewal of this board member's term. The AKHMIS Advisory Board or the Board member signing this Agreement may terminate this membership agreement upon 30 days' prior written notice to the other party.

## SIGNATURE

***By signing this Agreement, I understand and agree to the responsibilities and time commitment set forth in this AKHMIS Advisory Board Member Agreement.***

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Member Signature

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Date

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Member Name and Title

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Organization