



Convening Workgroup

Scope of Work

Introduction and Background

The Continuum of Care (CoC) is responsible for operating the program under the McKinney-Vento Homeless Assistance Act. The CoC must:

- Hold meetings of the full membership with published agendas at least semi-annually.
- Make an invitation for new members to join publicly available at least annually.

24 CFR § 578.7 Responsibilities of the Continuum of Care

The CoC Lead is responsible for coordinating and supporting the planning and implementation of CoC Membership Convenings in alignment with 24 CFR 578.7 and the Seattle–King County CoC Charter. The convenings serve as a forum for inclusive member engagement, system planning, performance review, and policy discussion. Consistent with the CoC Charter, the CoC Board provides oversight of the convening structure and approves of any related governance actions or policy recommendations brought forward for membership consideration.

Workgroup Logistics

Name

The workgroup will be titled, “CoC Membership Convening Planning Committee.”

Timeframe

The workgroup will start once approved by the CoC Board and will finalize a meeting schedule after committee members have been selected. Dates for the workgroup are approximately April 1st through November 30th. The committee will meet throughout 2026 to plan both the June 2026 and November 2026 Membership Convenings.

Suggested Workgroup Members

Workgroup members will include CoC board members, KCRHA staff, and relevant CoC members, and below is a suggested list. Once the scope of work has been approved, a call for

applicants will be sent out. The makeup of the workgroup may change based on workgroup members' capacity and availability at this time.

It is important to note that the workgroup reports to the CoC board, but the workgroup may decide amongst itself a lead if needed. While three CoC board members are suggested in this scope, the max number of CoC Board members is six due to OPMA regulations, as seven members meet quorum for the CoC Board. The CoC Charter limits the number of workgroup members to 12 at maximum. The following is the anticipated makeup of the workgroup.

- 3 CoC Board members
- 3 KCRHA staff
- 3 CoC Members

Deliverables

Convening Timeline

June 2026 Convening

- Planning: April–June 2026
- Registration Launch: April 2026
- Convening: June 2026
- Summary & Debrief: Within two weeks post-event

November 2026 Convening

- Planning: September–November 2026
- Registration Launch: September 2026
- Convening: November 2026
- Summary & Debrief: Within two weeks post-event

Planning Committee Responsibilities

- Develop and finalize convening agendas and facilitation plans
- Identify and coordinate presenters, facilitators, and subject matter experts
- Design structured engagement activities to gather member input and strengthen cross-sector collaboration

