

# EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM (EFSP)

## LOCAL BOARD CHAIR RESPONSIBILITIES

*Please feel free to duplicate this paper in whole or in part as needed.*

**WHO CONVENES THE LOCAL BOARD:** The National Board sends the award notification to the Local Board Chair or designated contact of record in previously funded jurisdictions. In newly funded jurisdictions, the local United Way is contacted. If there is not a United Way in the jurisdiction, the local affiliate of the American Red Cross, The Salvation Army, or other National Board member agency is contacted. If none of these exist, the local unit of government is notified.

In each award phase of the EFSP the Local Board **must be reconvened in previously funded jurisdictions or convened in newly funded jurisdictions.** The Local Board is a new entity in each award phase.

**HOW IS THE LOCAL BOARD CHAIR SELECTED:** Just as the Local Board is new each phase, so is the Local Board Chair. **The members of the Local Board elect the Chair, after all members have been designated by their agencies.** Any member of the Local Board is eligible to be considered to serve as chair.

**The Chair is not an honorary position.** If the Chair cannot attend meetings, another Chair must be elected. If the Chair cannot attend a particular meeting, another member of the Local Board may be designated by the Chair to serve in the Chair's absence. The Local Board may decide to elect a Vice Chair for this purpose.

**FUNCTION OF THE CHAIR:** The Local Board Chair convenes all meetings and is responsible for seeing that both local and national policies are implemented. **Neither the Chair nor staff may make decisions for the Local Board.**

**COMMUNICATION WITH THE LOCAL BOARD CHAIR:** The National Board keeps a file on every jurisdiction funded as well as a computer database of all Local Boards. The Local Board Chair usually serves as the point of contact for the National Board in a given jurisdiction, but the Chair or the Local Board may designate staff as the contact. **Any communication from the National Board must be shared immediately with Local Board members.**

The Local Board Chair should also share with other Local Board members the manual published for each phase of the program. Unfortunately, the National Board cannot print enough manuals for every Local Board member. The Preamble and sections on Local Board Responsibilities, LRO Responsibilities, and Eligible/Ineligible Costs are important sections and should be duplicated for Local Board members.