



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748

MEMBER DUTY STATEMENT

Seat: CITY OF PASADENA

In order to be an effective, active member of the Commission on HIV, an individual must meet the following demands of Commission membership and constituency representation:

RESPONSIBILITY/ACCOUNTABILITY:

General:

- ① A thorough knowledge of the particular HIV/AIDS community, constituency and/or body that you are representing;
- ② A commitment to continually and consistently inform those bodies you represent of Commission and Commission-related activities and information.
- ③ Provide the perspective of your entity on matters before the Commission regardless of your personal viewpoint.
- ④ Cast your vote in a manner that is best for Los Angeles County regardless of your entity's or your personal opinion.

Specific:

- Collaborate on efforts involving city and county government officials to address the HIV/AIDS epidemic.
- Serve as a liaison between the Commission and County and the City, its Public Health Department, and other city stakeholders related to HIV.
- Report to the Commission on HIV/AIDS-related efforts initiated/implemented by the City and its Public Health Department.
- Identify treatment and social service needs of those living with HIV/AIDS in Pasadena and the San Gabriel Valley.
- Represent the Commission to various City interests, including the Public Health Department, the Mayor's office and related task forces, Councilmember offices, and City departments.

PARTICIPATION:

General:

- ① A willingness to fill a full two-year Commission term.
- ② Each year of the two-year term, the Commissioner is expected to attend* and participate in, at a minimum, these activities:
 - One all-day Commission orientation (*first year only*) and assorted trainings throughout the year;
 - One half-day Board of Supervisors Executive Office orientation (*first year only*);
 - One half- to full-day Commission meeting once a month;
 - One two-hour to half-day Committee meeting once a month;
 - One or two full-day priority- and allocation-setting meetings;
 - One two-day, one-night Commission annual meeting in November;

Duty Statement: City of Pasadena

Page 2 of 3

- Assorted voluntary workgroups, task forces and special meetings as required due to Committee assignment and for other Commission business.
- ③ A commitment to devote a minimum of ten hours per month to Commission/Committee attendance, preparation and other work as required by your membership on the body.
- ④ A pledge to:
 - respect the view of other regardless of their race, ethnicity, sexual orientation, HIV status or other factors;
 - abide by “Robert’s Rules of Order, Newly Revised”, the Ralph M. Brown Act, and the Commission’s Code of Conduct;
 - consider the view of others with an open mind;
 - actively and regularly participate in the ongoing decision-making process; and
 - support and promote decisions resolved and made by the Commission when representing the Commission.

**Stipulations: Failure to attend the required meetings may result in a Commissioner’s removal from the body.*

Specific:

- Provide information about prevention and outreach efforts being made to underserved populations throughout Pasadena.
- Address the City’s and Public Health Departments comprehensive HIV/AIDS care and prevention plans.
- Discuss the City’s relationships with various community-based interests to provide education and prevention services to populations hardest hit by the epidemic.
- Identify the social/cultural, economic and environmental conditions that impact people living with HIV/AIDS in Pasadena and the San Gabriel Valley.
- Define guidelines used by Pasadena to assist providers in selecting the most effective and appropriate interventions.
- Discuss City initiatives that specifically address the HIV/AIDS epidemic in Pasadena and the San Gabriel Valley.
- Partner City’s effort with Commission on public policy efforts.

KNOWLEDGE:

General:

- ① A commitment to constantly develop, build and enhance knowledge about the following topics:
 - general information about HIV/AIDS and its impact on the local community;
 - a comprehensive plan for delivery of CARE Act-funded services;
 - the Commission’s annual priorities and allocations;
 - Ryan White CARE Act information and other information related to funding and service support.

Specific:

- Actively involved with or employed by the City of Pasadena Public Health Department.
- Experienced in the City of Pasadena’s and the Pasadena Public Health Department’s HIV/AIDS-related public policy.

Duty Statement: City of Pasadena

Page 3 of 3

- Informed about the impact of HIV/AIDS on the residents of Pasadena and the San Gabriel Valley.
- Familiar with special needs studies focusing on HIV/AIDS-related issues in Pasadena and the San Gabriel Valley.
- Conversant in the City's collaborative efforts with other governmental and community organizations to develop HIV/AIDS services and programs.
- Exchange information from and about Pasadena Public Health Department planning and service programs.
- Aware of special needs studies focusing on issues affecting people living with HIV/AIDS in Pasadena and the San Gabriel Valley that could be expanded to be more inclusive of other populations throughout Los Angeles County.
- Able to engage in comprehensive care planning that will best serve people living with HIV/AIDS throughout Los Angeles County.