



# **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 WEST HOLLYWOOD**

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's Social Service Department and other city stakeholders related to HIV.
- Report to the Commission on HIV/AIDS-related efforts initiated/implemented by the City.
- Identify treatment and social service needs of those living with HIV/AIDS in Los Angeles.
- Represent the Commission to various City interests, including the Social Services 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;
  - Assorted voluntary workgroups, task forces and special meetings as required due to Committee assignment and for other Commission business.

## **Duty Statement: City of West Hollywood**

Page 2 of 2

- 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 West Hollywood.
- Address the City’s and departmental HIV/AIDS service 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 West Hollywood.
- Define guidelines used by West Hollywood to assist providers in selecting the most effective and appropriate interventions.
- Discuss City initiatives that specifically address the HIV/AIDS epidemic in West Hollywood.
- 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 and other information related to funding and service support.

#### ***Specific:***

- Employed by the City of West Hollywood’s Social Services or Executive Departments.
- Experienced in the City of West Hollywood’s HIV/AIDS-related public policy.
- Informed about the impact of HIV/AIDS on the residents of West Hollywood.
- Familiar with special needs studies focusing on HIV/AIDS-related issues in West Hollywood.
- Conversant in the City’s collaborative efforts with other governmental and community organizations to develop HIV/AIDS services and programs.