



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: CONSUMER ADVISORY BOARD (CAB) UNAFFILIATED CONSUMER REPRESENTATIVE

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 the entity County regardless of your entity's or your personal opinion.

Specific:

- Report monthly to the Service Provider Network (SPN) Consumer Advisory Board (CAB) on Commission activities, decisions and ongoing discourse.
- Represent the CAB and Service Planning Area (SPA)-based consumers and its providers at regular Commission, committee and work group meetings.
- Serve as the liaison between the CAB and the Commission, making reports to the Commission regarding particular CAB interests and organizing Commission reports/ dialogues at SPN meetings.
- Identify and encourage other providers from the CAB to attend and participate in SPN, SPA and Commission activities.
- Regularly update and report about populations and service trends issues germane to the SPA.
- Exchange information between the CAB and Commission about core systemic, service coordination issues and client needs to better inform the Commission and its planning partners about the practical application, delivery and responsiveness of services.

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;

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- 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.
- 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:

- Helps coordinate the SPA and CAB participation in the Commission’s needs assessment, service effectiveness and priority- and allocation-setting activities.
- Help identify consumers from the Service Planning Area (SPA) who can lend expertise and provide critical feedback to Commission activities, such as standards development, assessment, evaluation and planning activities.
- Provide input and feedback regarding HIV/AIDS care, needs and barriers, and provider challenges and best practices, particular to the SPA.
- Offers specific SPA- and population-specific feedback to policy, planning and other Commission-driven initiatives.
- Represents CAB initiatives, ideas or topics or interest to the Commission and its committees and workgroups.
- Coordinate the feedback and assessment of available CARE Act and non-CARE Act funded resources in the SPA.
- Organize CAB planning activities to coincide with the Commission’s annual comprehensive care planning, strategic planning and priority- and allocation-setting activities.
- Occasionally convene and coordinate CAB-related focus groups to address timely substance issues and/or to gauge community feedback on particular topical interest to the Commission.
- Actively engage in service coordination efforts at the SPA and Commission level.

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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:

- Nominated and recommended by the CAB as an appropriate representative of consumer interests in the SPA.
- Comprehension of other consumers' interests, needs and challenges.
- Familiarity with and understanding of the general HIV/AIDS care, treatment and prevention service delivery system.
- Familiarity with the County's HIV/AIDS continuum of care and comprehensive care plan.
- Knowledge of SPA-specific issues, trends, concerns and priorities.
- Ability to strategize with others in assessing the needs of the HIV/AIDS community and how to best serve those needs through provider innovation.