



# ***LOS ANGELES COUNTY COMMISSION ON HIV***

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## **MEMBER DUTY STATEMENT** **ALTERNATE**

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:***

- Fulfill all the roles and responsibilities of the full member in his/her absence.
- Attend Commission meetings and meetings of the Commissioner's primary committee assignment at least quarterly regardless of the Commissioners' attendance.
- Communicate and dialogue with the Commissioner on a regular basis.
- Attend, represent the Commission, and serve as a liaison at various organizational, consumer, provider, district and Service Planning Area (SPA) meetings, as appropriate.
- Advocate on behalf of people living with HIV/AIDS and the organizations serving them in the district.

### **PARTICIPATION:**

#### ***General:***

- ① A willingness to fill a full two-year Commission term.
- ② Each year of the two-year term, the Alternate is expected to fulfill the Commissioner's responsibilities in his/her absence, which include, at a minimum, these activities:
  - 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;
  - Assorted voluntary workgroups, task forces and special meetings as required due to Committee assignment and for other Commission business.
- ③ In addition, the Alternate is expected to attend these meetings annually, regardless of the Commissioner's attendance:

## Duty Statement: Alternate

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- 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 two-day, one-night Commission annual meeting in November;
- ④ A pledge to:
- respect the view of others 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 an Alternate’s removal from the body.*

### 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.
- ② In addition, the Alternate is expected to demonstrate:
- problem-solving skills;
  - a commitment to fulfill all of the Commissioner’s responsibilities and obligations when needed;
  - an ability to collaborate and partner with the Commission on an intermittent basis.