



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: SERVICE PROVIDER NETWORK (SPN) PROVIDER 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) on Commission activities, decisions and ongoing discourse.
- Represent the SPN and its providers at regular Commission, committee and work group meetings.
- Serve as the liaison between the SPN and the Commission, making reports to the Commission regarding particular SPN interests and organizing Commission reports/ dialogues at SPN meetings.
- Identify and encourage other providers from the SPN to attend and participate in Commission activities.
- Regularly update and report about populations and service trends issues germane to the SPA.
- Exchange information between the SPN and Commission about core systemic, service coordination issues in order for providers to provide optimal care such as the need for greater coordination between agencies and contribute to the continuum of care.

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;

Duty Statement: Service Provider Network (SPN) Provider Representative

Page 2 of 3

- 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 SPN participation in the Commission’s needs assessment, service effectiveness and priority- and allocation-setting activities.
- Help identify individuals and representatives 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 SPN initiatives, ideas or topics or interest to the Commission and its committees and workgroups.
- Coordinate the assessment and inventory of available CARE Act and non-CARE Act funded resources in the SPA.
- Organize SPN planning activities to coincide with the Commission’s annual comprehensive care planning, strategic planning and priority- and allocation-setting activities.
- Occasionally convene and coordinate SPN-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.
- Help lead efforts to identify and secure other sources of funding with the Commission for services in the SPA and around the County.

Duty Statement: Service Provider Network (SPN) Provider Representative

Page 3 of 3

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:

- Provides direct service to people with HIV/AIDS from any of the HIV/AIDS service categories identified in the standards of care and/or is an administrator/manager at a provider that provides those services.
- Nominated and recommended by the SPN as an appropriate representative of the SPA and SPN's interests.
- Familiarity with and understanding of the general HIV/AIDS care, treatment and prevention service delivery system and how services are delivered to multiply impacted populations with diverse characteristics.
- Familiarity with the County's HIV/AIDS continuum of care and comprehensive care plan.
- Thorough knowledge of SPA-specific issues, trends and concerns and SPN-designated 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.