



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: STATE OFFICE OF AIDS 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 Los Angeles County regardless of your entity's or your personal opinion.

Specific:

- Staff member from the Office of AIDS (preferably from the Care Services Branch) who can speak on behalf of the office, and who has independent decision-making authority.
- Represent the views and perspectives of the State Office of AIDS, the State Department of Public Health, the State's Health and Human Services Agency and the Governor's office.
- Detail factors and needs that distinguish other areas and jurisdictions of the state from Los Angeles County in Commission discussions and dialogue.
- Identify and educate around factors and needs that distinguish Los Angeles County from other parts of the state to other stakeholders throughout the state.
- Represent the Commission's and Los Angeles County's views to the statewide HIV Planning Group in the absence of other representatives from the jurisdiction.
- Serve as a liaison for the Commission to all branches of the State Office of AIDS, and other office, agencies and departments within the state government apparatus.
- Serve as one of the Commission's two leading authorities on the AIDS Drug Assistance Program (ADAP).
- Actively encourage the involvement and dialogue of other state employees/constituents in the Commission's planning, policy, evaluation and other processes.
- Bridge the understanding of local perspectives with those from the state government and throughout other parts of the state.

PARTICIPATION:

General:

- ① A willingness to fill a full two-year Commission term.

Duty Statement: State Office of AIDS Representative

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- 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.
- 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:

- Advocate for the interests and concerns related to state governance and funding of HIV/AIDS care, treatment, prevention, research, epidemiology and surveillance services and systems.
- Introduce models of care and service from throughout the state into discussions and dialogue surrounding Los Angeles County’s HIV/AIDS continuum of care.
- Regularly articulate and present the Office’s and the state government’s goals, objectives, positions, activities and progress around advocacy, legislation, services, funding, budgets and other issues in which state government intersects with HIV/AIDS services and care.
- Incorporate epidemiological and demographic information and related data describing the statewide impact of HIV from the state into Commission discussions, trainings and awareness.
- Disseminate information regarding the scope and extent of HIV/AIDS infections in California and the needs the epidemic has created.
- Help facilitate collaborative strategies between the state, the Commission and the Los Angeles County Ryan White-funded administrative mechanisms.
- Contribute to the collaborative process of policy and program development in Los Angeles and throughout the state on behalf of the Commission.

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:

- Thorough understanding of state and Office of AIDS-sponsored HIV/AIDS programs, services and activities, and general knowledge of HIV/AIDS programs, services and activities around the state.
- Recognized authority at the Commission on the state's funding of and involvement with local HIV/AIDS programs
- Expertise on statewide implementation of ADAP, Early Intervention Programs (EIP) and other early intervention activities, consortium-funded programming, statewide data management activities.
- Strong familiarity with the state's data, epidemiology and surveillance systems and their applications locally.
- Ability to articulate and discuss Office of AIDS and State legislative, advocacy, policy, epidemiology, care and prevention activities, goals and objectives.
- Understanding of, if not direct experience in, the state's other health, public health and social service programs.
- Capacity to relate information about state legislation, policies, procedures, protocols and regulations involving HIV/AIDS.
- Aware of the oversight programs related to the care and treatment of people living with HIV/AIDS in California.
- Able to discuss California's ADAP, HIV/AIDS Epidemiology and other state and federal programs related to the care and treatment of people living with HIV/AIDS.
- Knowledge of state vs. federal relationships, partnerships, collaborations and funding arrangements, plus federal rules and regulations as they apply to state-run programs.
- Sound understanding of the Ryan White, CDC, HOPWA and other related federal legislation and programs
- Strategic planning and organizational development experience.