



LOS ANGELES COUNTY COMMISSION ON HIV

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www.hivcommission-la.info

MEMBER DUTY STATEMENT

Seat: HIV EPIDEMIOLOGY REPRESENTATIVE (non-voting)

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

Specific:

- Serve as the Commission's primary HIV epidemiological authority and resource.
- Promote further epidemiological, demographic and behavioral research regarding HIV/AIDS and the people it impacts/affects.
- Represent the Department of Public Health's (DPH) perspective on HIV epidemiology, surveillance and related issues during Commission dialogue.
- Responsibility for the monthly HIV Epidemiology Program report, and for generating ideas for regular presentations from HIV Epi on relevant topics, research and study.
- Report regularly on HIV/AIDS surveillance and reporting activities.
- Present the HIV epidemiology perspective and interests in HIV planning, best practice and service delivery discussions.
- Strive to link HIV care/treatment and prevention activities through a common epidemiology understanding and practices.

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;

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- 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:

- Provide detailed information on data collection methods and analysis assessment, study, evaluation and research activities.
- Support the planning and evaluation of programs and policies that involve HIV/AIDS care, prevention, education and research.
- Present updated HIV/AIDS surveillance and epidemiologic study data on a regular basis.
- Assist in the identification of high-priority target populations, changing patterns and emerging trends.
- Ensure that the epidemiology of HIV information exchanged during Commission dialogue/discussion is factual, correct and accurate.
- Advocate for a sound epidemiology foundation and scientific evidence on which to base and advance Commission discussions and decisions.
- Provide HIV epidemiology ongoing training for the Commissioners (e.g., orientations) and stakeholders throughout the year.
- Give the semi-annual HIV epidemiology profile.
- Collaborate in the development, planning and execution of the epidemiological portions of the Commission’s annual “Data Day”.
- Help shape Commission policy on issues related to HIV epidemiology, such as surveillance, disease monitoring, research and study, special populations, etc.
- Informally consult with and advise the Commission in its effort to development and implement assessment, study, evaluation and research tools and methodologies.

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;

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- the Commission's annual priorities and allocations;
- Ryan White CARE Act information and other information related to funding and service support.

Specific:

- Comprehensive understanding of epidemiologic and demographic trends of HIV/AIDS in Los Angeles County, and thorough familiarity with those same trends in the state and nation.
- Comfortable describing the demographic and unique characteristics of the HIV/AIDS epidemic throughout the geography and among recognized subpopulations in Los Angeles County.
- Able to discuss service needs, gaps and barriers based on scientific data relating to the epidemiologic profile of HIV/AIDS.
- Proficient in interpreting scientific quantitative and qualitative data, analyses, findings and results.
- Familiar with the epidemiology and study policies and practices of the federal Centers for Disease Control and Prevention (CDC).
- Able to decipher, determine and evaluate the unique needs and characteristics of special populations, and to play a critical role in identifying and defining those special populations.
- Sound understanding of research and study protocols, methodologies and practices.
- Habituated to and conversant in HIPAA and related human behavior research issues and protocols.
- Leading authority on HIV surveillance and reporting processes, practices and data in LA County and the state, and the local, state and federal rules governing those practices.