



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: SUPERVISORIAL DISTRICT 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:

- Report to the Supervisor's office on Commission activities, decisions and ongoing discourse, as needed and desired by the office, and regularly to other district-relevant stakeholder and consumer groups.
- Regular, ongoing meetings with the Supervisor's Health Deputy.
- Represent the residents, organizations and stakeholders in the district at regular Commission, committee and work group meetings.
- Serve as the liaison between the various stakeholder groups in the district, making reports to the Commission regarding particular district-related interests and organizing Commission reports/dialogues at stakeholder meetings.
- Identify and encourage district residents and representatives to attend and participate in district-wide HIV and Commission activities.
- Regularly update and report about populations and service trends issues germane to the district.
- Exchange information between the Commission and organizations/people in the district 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.
- Advocate on behalf of people living with HIV/AIDS and the organizations serving them in the district.

Duty Statement: Supervisorial District Representative

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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;
 - 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 district participation in the Commission’s needs assessment, planning, service effectiveness and priority- and allocation-setting activities.
- Helps identify participants from the district who can lend expertise and provide critical feedback to Commission activities, such as standards development, assessment, evaluation and planning activities.
- Periodically attends BOS Health Deputy, Service Provider Network (SPN), Consumer Advisory Board (CAB), and other district –related meetings.
- Regularly reports district-wide interests back to the Commission and relevant committees.
- Provides input and feedback regarding HIV/AIDS care, needs and barriers, and provider challenges and best practices, particular to the district
- Offers specific district- and population-specific feedback to policy, planning and other Commission-driven initiatives.
- Represents district-wide initiatives, ideas or topics or interests to the Commission and its committees and work groups.
- Coordinates the feedback and assessment of available CARE Act and non-CARE Act-funded resources in the district.

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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:

- Involved with one or more stakeholder organizations in the district as a gauge of understanding district-wide and specific issues.
- Comprehension of the particular needs of the district and the Board member, challenges and interests.
- Familiarity with and understanding of the general HIV/AIDS care, treatment and prevention service delivery system—especially as it relates to, impacts, and is impacted by County health care, social and HIV/AIDS services.
- Familiarity with the County's HIV/AIDS continuum of care and comprehensive care plan.
- Understanding of the County's strategic plan, structure and impacted issues.
- Understanding of and allegiance to Board member and district-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.
- Ability to provide an overview about the impact of HIV/AIDS and services needed in the district and in the communities represented.
- Demonstrated problem-solving skills.