



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

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 9003.0 • TEL (213) 738-2816 • FAX (213) 637-4748  
www.hivcommission-la.info

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### **DUTY STATEMENT, COMMISSIONER (subject to change)**

#### **POLICY:**

- 1) Candidates for membership on the Commission on HIV must complete a membership application and are evaluated/scored by the Commission's Operations Committee, consistent with Policy/ Procedure #09.4205 (*Commission Membership Evaluation and Nomination Process*). The Operations Committee recommends candidates for membership to the Commission, which, in turn nominates them to the Board of Supervisors by a majority vote. The Board of Supervisors is responsible for appointing members to the Commission.

**DUTIES AND RESPONSIBILITIES:** In order to be an effective, active member of the Commission on HIV, an individual must meet the following demands of Commission membership:

#### **1. Representation/Accountability:**

- Possess a thorough knowledge of HIV/AIDS/STI issues and affected communities, and the organization or constituency the member represents;
- Continually and consistently convey two-way information and communication between the organization/constituency the member represents and the Commission;
- Provide the perspective of the organization/constituency the member represents and the Commission to other, relevant organizations regardless of the member's personal viewpoint;
- Participate and cast votes in a manner that is best for the entire County, regardless of the personal opinions of the member personal or the interests/opinions of the organization/constituency the member represents.

## **2 Commitment/Participation:**

- a) Commitment to fill a full two-year Commission term.
- b) A pledge to:
  - respect the views of other members and stakeholders, regardless of race, ethnicity, sexual orientation, HIV status or other factors;
  - comply with "Robert's Rules of Order, Newly Revised", the Ralph M. Brown Act, the Commission's Code of Conduct and applicable HIPAA rules and requirements;
  - consider the views of others with an open mind;
  - actively and regularly participate in the ongoing decision-making processes; and
  - support and promote decisions resolved and made by the Commission when representing the Commission.
- c) A commitment to devote a minimum of ten hours per month to Commission/committee attendance, preparation and other work as required by your Commission membership.
- d) Each year of the two-year term, the Commissioner is expected to attend\* and participate in, at a minimum, these activities:
  - Two all-day Commission orientation meetings (*first year only*) and assorted orientations and trainings of shorter length throughout the year;
  - One to two half-day County commission orientations (*alternate years*);
  - One half- to full-day Commission meeting monthly;
  - One two- to three-hour committee meeting once a month;
  - All relevant priority- and allocation-setting meetings;
  - One all-day Commission Annual Meeting in the Fall;
  - Assorted voluntary workgroups, task forces and special meetings as required due to committee assignment and for other Commission business.

*\*Stipulation: Failure to attend the required meetings may result in a Commissioner's removal from the body.*

## **3 Knowledge/Skills:**

- a) A commitment to constantly develop, build, enhance and expand knowledge about the following topics:
  - general information about HIV/STIs and its impact on the local community;
  - a comprehensive HIV/STI continuum of care/prevention services, low-income support services, and health and human service delivery;
  - the Commission's annual HIV service priorities, allocations and plans;
  - the Ryan White Program, County health service and Medicaid information and other information related to funding and service support.