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:
   o Possess a thorough knowledge of HIV/AIDS/STI issues and affected communities, and the organization or constituency the member represents;
   o Continually and consistently convey two-way information and communication between the organization/constituency the member represents and the Commission;
   o Provide the perspective of the organization/constituency the member represents and the Commission to other, relevant organizations regardless of the member's personal viewpoint;
   o 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.