



# COMMITTEE-ONLY MEMBER

## DUTY STATEMENT

Candidates for service as a Committee-Only Member of the Los Angeles County Commission on HIV must complete an application and participate in the applicable selection process. Committee-Only Members are selected and approved by the Commission to serve in support of its standing committee structure and related work.

While Committee-Only Members are not appointed by the Los Angeles County Board of Supervisors and do not serve as full Commission members, they play an important role in supporting the Commission's work. Committee participation helps strengthen the Commission's ability to remain connected to community, develop thoughtful recommendations, and move its work forward in meaningful ways. In many respects, the committee level is where much of the Commission's work takes shape.

### DUTIES AND RESPONSIBILITIES:

To serve as an effective and active Committee-Only Member of the Los Angeles County Commission on HIV, an individual must meet the following expectations of service:

#### 1. Representation and Accountability

Committee-Only Members are expected to:

- Possess general knowledge of HIV, sexually transmitted infections (STIs), impacted communities, and the community, organization, constituency, or perspective they bring to the work.
- Help strengthen the connection between the Commission and the communities it serves by bringing forward relevant insight, lived experience, professional expertise, and community-informed perspective.
- Share ideas, questions, and feedback that support thoughtful committee discussion and informed recommendations.
- Participate in committee discussions in a manner that supports the broader HIV response across Los Angeles County, even when perspectives may differ.
- Recognize that committee-level work is foundational to the Commission's overall function and that much of the review, discussion, and development of recommendations begins in committee.

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## 2. Commitment and Participation

Committee-Only Members are expected to:

- Commit to serving a full two-year term.
- Attend and actively participate in their assigned standing committee meetings.
- Prepare for meetings by reviewing agendas, materials, and other supporting documents in advance.
- Participate in required orientations, trainings, and other learning opportunities relevant to their role.
- Engage constructively in committee discussions and activities in support of the Commission's work.
- Devote sufficient time each month to prepare for and participate in assigned meetings and related responsibilities.
- Communicate in a timely manner with Commission staff regarding attendance, scheduling conflicts, and other matters affecting participation.

Committee-Only Members must also:

- Respect the views of fellow members, staff, stakeholders, and members of the public, regardless of race, ethnicity, sexual orientation, gender identity, HIV status, or other backgrounds or lived experiences.
- Comply with the Commission's Code of Conduct, Attendance Policy, and other applicable Commission policies and procedures.
- Adhere to confidentiality expectations, including applicable HIPAA requirements where relevant.
- Conduct themselves in a professional, respectful, and collaborative manner.
- Follow the Ralph M. Brown Act and all public meeting requirements, as applicable to committee participation.
- Approach committee discussions with openness, respect, and a willingness to consider differing perspectives.
- Support committee recommendations and Commission decisions appropriately when serving in a Commission-related capacity.

Failure to meet participation, conduct, or policy expectations may result in removal from the Committee-Only Member role.

### 3. Knowledge and Skill Development

Committee-Only Members are expected to commit to building and strengthening their knowledge in the following areas:

- General information about HIV, STIs, and their impact on communities across Los Angeles County
- The HIV prevention, care, treatment, and support services continuum
- The structure, purpose, and responsibilities of the Los Angeles County Commission on HIV
- The role, scope, and responsibilities of the member's assigned standing committee
- The Ryan White HIV/AIDS Program and the Commission's role as the County's integrated HIV prevention and care planning body
- Relevant systems of care, planning processes, and community engagement strategies that support people living with and impacted by HIV

Committee-Only Members are encouraged to ask questions, engage fully, and remain open to learning throughout their service. Although distinct from full Commission membership, this role is an important part of the Commission's overall work, and active participation at the committee level helps shape stronger recommendations, stronger planning, and stronger connection to community.