



BOARD REPRESENTATIVE DUTY STATEMENT

Revised 4.6.26

Board Representatives serve an important role on the Los Angeles County Commission on HIV. They bring a district lens to the Commission's work and help strengthen communication, coordination, and accountability between the Commission, the Board office they represent, and the communities, stakeholders, and service systems within that district.

Representatives are expected to remain informed, engaged, and responsive to both Commission priorities and district-level interests, and to help ensure that planning and decision-making are informed by the needs, assets, and realities of the communities they represent. In addition to adhering to the Commissioner [Duty Statement](#), Board Representatives must follow the duties outlined below.

1. Representation and Accountability

Board Representatives must:

- possess knowledge of HIV, STIs, impacted communities, and the district, stakeholder groups, and systems connected to the seat they represent
- provide consistent two-way communication between the Commission and the Board office, district stakeholders, and relevant community partners
- share district-based perspectives, priorities, and concerns in Commission discussions while also communicating Commission positions, decisions, and information back to district partners, as appropriate
- participate in deliberations and cast votes based on what is best for Los Angeles County and the communities most impacted by HIV, regardless of personal views or office preference
- represent the residents, organizations, stakeholders, and service realities of the district in Commission meetings, committee meetings, workgroups, and related planning spaces
- serve as a liaison between the Commission and district-based stakeholders, including consumer groups, providers, organizations, and community partners
- maintain communication with the Supervisor's office, including the Health Deputy, regarding Commission activities, decisions, emerging issues, and district-relevant concerns, as needed and appropriate
- help identify and encourage district residents, providers, consumers, and stakeholders to participate in Commission-related planning activities and opportunities for engagement



- share information between the Commission and district-based organizations and communities regarding service coordination, system barriers, client needs, and emerging issues to help inform planning and decision-making
- advocate on behalf of people living with and at risk for HIV and the communities and organizations serving them in the district

2. Commitment and Participation

Board Representatives must:

- commit to serving the term and responsibilities associated with their appointment
- respect the views of all members and stakeholders regardless of race, ethnicity, sexual orientation, gender identity, HIV status, or other factors
- comply with the Commission's Code of Conduct, applicable HIPAA requirements, and all Commission policies, especially the Commission's Attendance Policy #08.3204
- adhere to the Ralph M. Brown Act and Robert's Rules of Order
- approach deliberations with an open mind and consider the perspectives of others
- actively participate in ongoing planning and decision-making processes
- support and communicate decisions made by the Commission when representing the Commission
- devote a minimum of ten hours per month to Commission and committee meetings, preparation, and related responsibilities consistent with their role

Participation Expectations

- Commission orientations and ongoing training
- County commission orientations, as applicable
- regular Commission meetings
- assigned standing committee meetings
- relevant priority-setting and resource allocation meetings
- the Commission's Annual Conference
- workgroups, task forces, special meetings, and other Commission-related activities, as applicable to their role
- periodic meetings with the Supervisor's Health Deputy and attendance at other district-related meetings, as appropriate
- district-based planning, feedback, outreach, and engagement efforts that support the Commission's needs assessment, planning, service evaluation, and resource allocation responsibilities



Board Representatives are also expected to help:

- coordinate district participation in the Commission’s planning, needs assessment, service effectiveness, and priority-setting/resource allocation activities
- identify district participants who can lend expertise and provide meaningful feedback to Commission planning, standards, assessment, evaluation, and related activities
- report district-wide interests, service trends, barriers, provider challenges, best practices, and emerging issues back to the Commission and relevant committees
- provide district- and population-specific input on policy, planning, and Commission-driven initiatives
- elevate district-based initiatives, ideas, concerns, and opportunities to the Commission and its committees and workgroups
- support awareness of the range of CDC HIV Prevention, Ryan White Program, and other relevant services and resources affecting the district

Failure to meet applicable requirements may result in review of membership status, reassignment, or recommendation for removal, consistent with Commission policies and procedures.

3. Knowledge and Skill Development

Board Representatives are expected to develop and maintain knowledge of:

- HIV, STIs, and their impact on communities across Los Angeles County
- the HIV/STI prevention and care continuum and the broader health and human services landscape
- the County’s Integrated HIV Plan and Continuum
- the Commission’s priority-setting, resource allocation, and planning processes
- the Ryan White Program, CDC HIV Prevention framework, Medicaid/Medi-Cal, and other funding streams and service systems that support people living with or at risk for HIV
- County policies, practices, and stakeholder structures relevant to the district and the Commission’s work
- the County ordinance, Commission Bylaws, Brown Act requirements, and applicable conflict of interest rules
- the service delivery systems, needs, priorities, and trends affecting the district they represent

Board Representatives are also expected to:

- stay familiar with district-specific concerns, service gaps, community priorities, and opportunities for partnership
- strengthen communication, collaboration, and problem-solving skills needed to participate effectively in Commission work



- understand how district-level realities inform Countywide planning, policy, and decision-making

4. Skills and Attributes

Board Representatives must demonstrate:

- sensitivity to diverse communities and the ability to communicate across varied needs and experiences
- a lived and/or professional commitment to HIV, STI, public health, or health equity issues
- ability to reflect principles of Parity, Inclusion, and Reflectiveness
- ability to collaborate, problem-solve, and engage constructively
- strong follow-through, reliability, and readiness to contribute to Commission work
- awareness of personal and potential conflicts of interest, and willingness to disclose them appropriately
- capacity to balance the Commission's operational, planning, policy, and advocacy responsibilities
- sound judgment, fairness, and the ability to represent district and Commission interests with integrity

5. Commitment and Accountability

Board Representatives must:

- prioritize the best interests of the Commission and the HIV community over personal agenda or office-specific interests
- help ensure that the rights and voices of stakeholders and impacted communities are respected
- advocate consistently on behalf of people living with and at risk for HIV
- engage in transparent, regular, and active planning and decision-making processes
- approach Commission work with openness, respect, integrity, and accountability
- help ensure that district-level concerns and community realities are brought forward in a manner that informs thoughtful Countywide planning and action