



ALTERNATE MEMBER DUTY STATEMENT

Revised 4.6.26

Alternate Members play an important role in supporting the work of the Los Angeles County Commission on HIV. They help ensure continuity of participation, representation, and decision-making when serving in place of a Full Member, and they strengthen the Commission's overall connection to community, constituency, and stakeholder perspectives.

Alternate Members are expected to remain informed, engaged, and prepared to step into full responsibility for the seat they support, as applicable. In addition to adhering to the Commissioner [Duty Statement](#), Alternate Members must follow the duties outlined below.

1. Representation and Accountability

Alternate Members must:

- possess knowledge of HIV, STIs, impacted communities, and the organization, constituency, district, or perspective connected to the seat they support
- provide consistent two-way communication between the Commission and the community, constituency, district, or stakeholder group connected to their seat
- share the perspective of the seat they support while also communicating Commission positions, decisions, and information back to relevant partners, as appropriate
- remain in regular communication with the Full Member whose seat they support, as applicable
- stay prepared to serve in the Full Member's place when needed and fulfill the responsibilities of the role in that member's absence or as otherwise authorized
- participate in deliberations and, when authorized to vote, cast votes based on what is best for Los Angeles County and the communities most impacted by HIV, regardless of personal views or organizational preference
- help represent the Commission in community, organizational, district, provider, consumer, or Service Planning Area meetings and spaces, as appropriate
- advocate on behalf of people living with and at risk for HIV and the communities and systems connected to the Commission's planning work

2. Commitment and Participation

Alternate Members 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 adequate time each month to Commission and committee meetings, preparation, and related responsibilities consistent with their role

Role-Specific Participation Expectations

Alternate Members are expected to attend and actively participate in the following, as applicable to their role:

Member Type	Expected Participation
Alternate Member	Commission orientations and ongoing trainings; regular Commission meetings; assigned standing committee meetings; relevant priority-setting and resource allocation meetings, as applicable; the Commission’s Annual Conference; workgroups, task forces, caucuses, special meetings, and other Commission-related activities, as applicable to their role; and readiness to step in and fulfill the responsibilities of a Full Member when serving in place of a vacant seat, in the absence of the Full Member, or as otherwise authorized.

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

3. Knowledge and Skill Development

Alternate Members must:

- build and expand understanding of HIV, STIs, and their impact on communities across Los Angeles County
- build and expand understanding of the HIV/STI prevention and care continuum and broader health and human services landscape
- build and expand understanding of the County’s Integrated HIV Plan and Continuum
- build and expand understanding of the Commission’s priority-setting, resource allocation, and planning processes
- build and expand understanding of the Ryan White Program, prevention guidance, Medicaid/Medi-Cal, and other funding streams and service systems that support people living with or at risk for HIV



- understand the needs, priorities, and challenges of the constituency, district, or community connected to the seat they support
- stay familiar with the Commission’s structure, committee work, and planning responsibilities
- strengthen problem-solving, collaboration, and communication skills needed to participate effectively in Commission work
- remain prepared to assume the responsibilities of a Full Member when needed

4. Skills and Attributes

Alternate Members 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
- leadership potential and readiness to step in when needed

5. Commitment and Accountability

Alternate Members must:

- prioritize the best interests of the Commission and the HIV community over personal agenda or organizational 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