



EXECUTIVE COMMITTEE AT-LARGE MEMBERS DUTY STATEMENT

Revised 6/1/26

Executive Committee At-Large Members provide additional leadership, perspective, and support to the Executive Committee and the full Commission. At-Large Members help strengthen communication across the Commission, support thoughtful decision-making, and ensure the Executive Committee remains connected to the needs and experiences of members and communities most impacted by HIV.

1. Eligibility and Composition

The Commission may elect three Executive Committee At-Large Members.

- At-Large Members serve on both the Executive Committee **and** the Membership & Community Engagement (MCE) Committee.
- At-Large seats are open to both full Commission members and committee-only members in good standing.
- At least one At-Large Member must be an unaffiliated representative.
- At-Large Members should reflect the Commission’s commitment to community voice, lived experience, equity, inclusion, and reflectiveness.
- Members remain accountable to the seat, constituency, caucus, committee, or community perspective they bring to the Commission’s work.

2. Participation & Leadership Oversight

At-Large Members help keep the Commission’s leadership structure connected, coordinated, and moving forward. Their role supports the partnership between the Executive Committee and the Membership & Community Engagement Committee, while helping ensure important issues, follow-up items, and time-sensitive matters are elevated and addressed appropriately.

- Serve as members of both the Executive Committee and the Membership & Community Engagement (MCE) Committee.
- Support the partnership between the Executive Committee and MCE Committee, including the operational connection previously held through the former Operations Committee and now aligned with the Commission’s current structure.
- Attend Executive Committee, MCE Committee, relevant Commission meetings, workgroups, and planning discussions.
- Support agenda-setting, coordination, follow-through, and continuity of work between meetings.



- Help identify issues, gaps, and opportunities that may need Executive Committee, MCE Committee, or full Commission attention.
- Assist with urgent or time-sensitive matters between Commission meetings, consistent with applicable rules and procedures.

3. Representation and Communication

At-Large Members are expected to be present, prepared, and engaged in the work of both the Executive Committee and the Membership & Community Engagement (MCE) Committee.

- Listen to and elevate issues of concern to people living with HIV, people at risk for HIV, and communities most impacted by HIV and STIs.
- Engage with full members, committee-only members, caucuses, providers, consumers, government representatives, and the public.
- Support clear communication between the Executive Committee, MCE Committee, standing committees, caucuses, and the full Commission.
- Represent Commission decisions and direction accurately, even when personal views may differ.
- Promote respectful dialogue and help create space for different perspectives.

4. Representation and Communication

At-Large Members help bring forward a broad range of perspectives and support clear communication across the Commission.

- Listen to and elevate issues of concern to people living with HIV, people at risk for HIV, and communities most impacted by HIV and STIs
- Engage with full members, committee-only members, caucuses, providers, consumers, government representatives, and the public
- Support communication between the Executive Committee, MCE Committee, and other Commission bodies
- Represent Commission decisions and direction accurately, even when personal views may differ
- Promote respectful dialogue and help create space for different perspectives

5. Knowledge, Mentorship, and Equity

At-Large Members are expected to bring a working knowledge of the Commission's role, HIV planning processes, and the communities most impacted by HIV. They also help support leadership development across the Commission by sharing knowledge, mentoring newer members, and modeling equity, reflectiveness, and inclusion in how they participate, represent, and lead.



- Understand the Commission’s structure, bylaws, policies, workplans, and planning responsibilities.
- Understand Ryan White Program requirements, local HIV planning processes, HIV service delivery systems, and the Brown Act, Robert’s Rules, and conflict of interest requirements.
- Support newer members and committee-only members as they learn Commission processes.
- Share knowledge and context in a way that is accessible, respectful, and useful.
- Promote meaningful participation from diverse communities and perspectives.
- Lead with cultural humility and respect for lived experience.

6. Leadership Conduct and Accountability

At-Large Members are expected to model fairness, accountability, and good judgment.

- Act in the best interest of the Commission and the communities it serves
- Set aside personal interests when carrying out the role
- Be mindful of real, perceived, and potential conflicts of interest
- Maintain confidentiality when appropriate and transparency when required
- Support inclusive, respectful, and community-centered decision-making
- Help ensure members’ and stakeholders’ rights are respected

COMMITMENT TO THE ROLE

At-Large Members must be willing and able to:

- Dedicate time and effort to Executive Committee, MCE Committee, and Commission responsibilities
- Attend meetings consistently and maintain good standing
- Work collaboratively with Co-Chairs, members, committee leadership, and staff
- Lead with integrity, fairness, and respect
- Support the Commission’s mission, decisions, and community-centered work

TERM OF SERVICE

Executive Committee At-Large Members serve 2-year terms.