

Executive Committee Core Responsibilities

The Executive Committee is responsible for:

- Overseeing all Commission operational and administrative activities.
- Serving as the clearinghouse to review and forward items for discussion, approval and action to the Commission and its various working groups and units.
- Acting on an emergency basis on behalf of the Commission, as necessary, between regular meetings of the Commission.
- Approving the agendas for the Commission's regular, annual, and special meetings.
- Determining the annual Commission work plan and functional calendar of activities, in consultation with the committees and subordinate working units.
- Conducting strategic planning activities for the Commission.
- Adopting a Memorandum of Understanding ("MOU") with DHSP and monitoring ongoing compliance with the MOU.
- Resolving potential grievances or internal complaints informally when possible and standing as a hearing committee for grievances and internal complaints.
- Making amendments, as needed, to the Ordinance, which governs Commission operations.
- Making amendments or revisions to the Bylaws consistent with the Ordinance and/or to reflect current and future goals, requirements and/or objectives.
- Recommending, developing, and implementing Commission policies and procedures and maintenance of the Commission's Policy/Procedure Manual.
- Advance public policies that support the County's HIV service delivery system and align with the comprehensive HIV plan, in coordination with the County's Legislative Affairs office, as appropriate.
- Initiate and advance policy efforts that strengthen HIV care, treatment, prevention, and related services.
- Facilitate communication and recommend policy positions to government and legislative officials, the Board of Supervisors, County departments, and other stakeholders, in alignment with County legislative protocols.
- Educate and support Commission members, consumers, providers, and the public in engaging with public policy processes.
- Conduct policy research and activities consistent with the County's adopted legislative agendas.
- Carrying out other duties and responsibilities, as assigned by the Commission or the BOS.



- Addressing matters related to Commission office staffing, personnel, and operations, when needed.
- Developing and adopting the Commission’s annual operational budget.
- Overseeing and monitoring Commission expenditures and fiscal activities.
- Carrying out other duties and responsibilities, as assigned by the Board of Supervisors or the Commission.