



## HIV ACADEMIC/SCIENTIST REPRESENTATIVE DUTY STATEMENT

Revised 4.3.26

The HIV Academic/Scientist Representative serves an important role on the Los Angeles County Commission on HIV. This seat helps strengthen the Commission's access to current HIV science, emerging research, and relevant data to support informed planning and decision-making.

This member is expected to help bridge research, surveillance, and scientific insight with community planning by sharing, interpreting, and helping present key HIV-related data, reports, findings, and trends that can inform the Commission's work. The role also helps strengthen connections between the Commission and academic and research institutions engaged in HIV-related work. In addition to adhering to the Commissioner [Duty Statement](#), the HIV Academic/Scientist Representative must follow the duties outlined below.

### 1. Representation and Accountability

The HIV Academic/Scientist Representative must:

- possess knowledge of HIV, STIs, public health, research, and the academic, scientific, and data landscape relevant to the seat
- provide consistent two-way communication between the Commission and relevant academic, research, and scientific partners, as appropriate
- bring a research- and data-informed perspective to issues before the Commission while also sharing Commission priorities and information with relevant academic and scientific partners, as appropriate
- help ensure that Commission planning and decision-making are informed by current HIV science, research, surveillance, behavioral and social trends, and related data
- share and help interpret key HIV data, reports, datasets, research findings, and trends relevant to HIV prevention, care, treatment, disparities, outcomes, and service delivery across Los Angeles County
- help present or support presentation of relevant HIV data and information in ways that are useful, clear, and accessible to Commission members and planning partners
- report on findings that reflect individual, interpersonal, social, structural, cultural, and systems-level factors that shape HIV-related outcomes
- inform planning discussions and decision-making related to intervention research, program evaluation, policy analysis, and evidence-informed planning
- support the responsible use of data and information to inform planning, resource allocation, policy discussion, and system improvement



- 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 institutional preference
- help strengthen relationships between the Commission and academic or research institutions engaged in HIV-related work
- advocate for the thoughtful integration of science, data, and community-informed evidence into the Commission's planning processes

## 2. Commitment and Participation

The HIV Academic/Scientist Representative must:

- commit to serving the term and responsibilities associated with the 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 the 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 the role

**The HIV Academic/Scientist Representative is also expected, as applicable, to:**

- support the planning and evaluation of programs, policies, and strategies related to HIV prevention, care, treatment, education, and research
- assist in identifying high-priority populations, changing patterns, emerging trends, and data points relevant to the Commission's work



- advocate for the use of sound, evidence-informed data to advance Commission discussions and decisions
- present findings on emerging HIV-related trends, disparities, interventions, outcomes, and service issues in ways that can inform planning
- provide input on research methods, data collection, analysis, evaluation approaches, and other methodological considerations when relevant to Commission work
- serve as a resource to the Commission in its efforts to better understand, interpret, and use data, research, and evidence in planning and evaluation activities
- help identify, share, or connect the Commission to current HIV-related reports, datasets, research findings, and emerging issues that may inform Commission work
- 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

The HIV Academic/Scientist Representative must understand:

- HIV, STIs, and their impact on communities across Los Angeles County
- the HIV/STI prevention and care continuum and 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, prevention guidance, Medicaid/Medi-Cal, and other funding streams and service systems that support people living with or at risk for HIV
- current HIV surveillance reports, epidemiologic trends, disparities data, service utilization data, and other information relevant to planning and decision-making
- behavioral, social, cultural, structural, and systems-level factors that influence HIV-related outcomes and disparities
- the strengths and limitations of research, data sources, datasets, and analytic approaches used to inform public health planning
- the needs, priorities, and challenges of communities disproportionately impacted by HIV
- how to translate technical, research, and data-heavy information into useful, accessible information for planning bodies and community stakeholders

**The HIV Academic/Scientist Representative is also expected to:**

- stay familiar with local, state, and national HIV-related data and research developments relevant to the Commission's work
- maintain strong understanding of research and study protocols, methodologies, and evaluation practices



- remain conversant in HIPAA and other considerations relevant to data use, confidentiality, and human subjects or related research protocols, as applicable
- strengthen communication, collaboration, and problem-solving skills needed to participate effectively in Commission work
- remain aware of emerging HIV science, treatment, prevention, and implementation research that may inform planning and policy discussions

#### 4. Skills and Attributes

The HIV Academic/Scientist Representative must demonstrate:

- sensitivity to diverse communities and the ability to communicate across varied needs and experiences
- a professional commitment to HIV, STI, public health, science, research, or health equity issues
- ability to reflect principles of Parity, Inclusion, and Reflectiveness
- ability to analyze, interpret, and communicate complex quantitative and qualitative data and research findings in a clear and accessible way
- ability to collaborate, problem-solve, and engage constructively
- strong follow-through, reliability, and readiness to contribute to Commission work
- awareness of personal, professional, institutional, and potential conflicts of interest, and willingness to disclose them appropriately
- capacity to balance scientific rigor with community relevance and practical planning needs
- sound judgment and the ability to support evidence-informed planning with humility, clarity, and integrity

#### 5. Commitment and Accountability

The HIV Academic/Scientist Representative must:

- prioritize the best interests of the Commission and the HIV community over personal, academic, or institutional agenda
- help ensure that the rights and voices of stakeholders and impacted communities are respected
- advocate for planning processes that are informed by both data and community realities
- engage in transparent, regular, and active planning and decision-making processes
- approach Commission work with openness, respect, integrity, and accountability
- support the thoughtful sharing, interpretation, and presentation of data in ways that strengthen decision-making, transparency, and responsiveness to community need