



## UNAFFILIATED MEMBER DUTY STATEMENT

Revised 4.1.26

Unaffiliated Members serve as critical voices on the Commission on HIV. They bring lived expertise on the Ryan White Program, represent the needs and experiences of people with HIV, and help ensure that Commission priorities, planning, and decisions remain grounded in community realities.

This duty statement applies to **Full Unaffiliated Members, Alternate Unaffiliated Members, and Committee-Only Unaffiliated Members**, as applicable to their role. In addition to adhering to the Commissioner [Duty Statement](#), Unaffiliated Members must follow the duties outlined below.

### 1. Representation and Accountability

Unaffiliated Members must:

- have lived experience as a person diagnosed with HIV and be a current consumer of Ryan White Program services
- not be affiliated with a Ryan White Part A-funded agency, meaning not employed by, serving on the board of, volunteering with, or consulting for any Ryan White Part A-funded organization
- maintain knowledge of HIV, STIs, and the communities they represent
- provide consistent two-way communication between the Commission and the consumer community
- share data-informed and experience-grounded perspectives on issues before the Commission
- help ensure that Commission planning and decision-making remain informed by the needs, barriers, and priorities of people living with HIV
- uplift and encourage the participation of other consumers in Commission-related activities and spaces
- share information and resources with community, as appropriate
- cast votes, when eligible, based on what is best for people living with and affected by HIV across Los Angeles County

### 2. Commitment and Participation

Unaffiliated Members must:

- commit to serving the term and responsibilities associated with their appointment or selection
- respect the views of all members and stakeholders
- comply with the Commission's Code of Conduct, applicable HIPAA requirements, and all Commission policies
- adhere to the Ralph M. Brown Act and Robert's Rules of Order, as applicable

- approach deliberations with an open mind
- actively participate in planning and decision-making processes
- support and communicate decisions made by the Commission when representing the Commission
- devote adequate time each month to meetings, preparation, and related responsibilities consistent with their role

### Role-Specific Participation Expectations

| Member Type                               | Expected Participation  |
|---|---|
| <b>Full Unaffiliated Member</b>           | Commission orientations and ongoing training; regular Commission meetings; assigned standing committee meetings; relevant priority-setting and resource allocation meetings; Consumer Caucus meetings; Annual Conference; and other workgroups, task forces, or special meetings as needed            |
| <b>Alternate Unaffiliated Member</b>      | Commission orientations and ongoing training; regular Commission meetings, assigned committee meetings, and other activities as applicable; and readiness to step in and fulfill the responsibilities of a Full Unaffiliated Member when serving in place of a vacant seat or as otherwise authorized |
| <b>Committee-Only Unaffiliated Member</b> | Orientations and training, as applicable; assigned standing committee meetings; and other Commission-related activities, caucuses, workgroups, trainings, or leadership responsibilities, as applicable to their role   |

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

Unaffiliated Members are expected to build and expand their understanding of:

- HIV, STIs, and their impact on Los Angeles County communities
- 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 and resource allocation process
- Ryan White Program requirements, prevention guidance, and related funding systems affecting consumers

Unaffiliated Members are also expected to:

- understand the needs, challenges, and interests of other consumers
- stay familiar with how services are delivered across Los Angeles County
- identify community concerns, barriers, trends, and opportunities to improve services
- provide authentic consumer insight to inform planning, evaluation, and policy discussions

## 4. Skills and Attributes

Unaffiliated Members should demonstrate:

- sensitivity to diverse communities and the ability to communicate across varied needs and experiences
- a lived and/or professional commitment to HIV, STI, and health equity issues
- capacity 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

## 5. Commitment and Accountability

Unaffiliated Members must:

- prioritize the best interests of the Commission and the HIV community over personal agenda or agency-related concerns
- ensure the rights and voices of consumers and stakeholders 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
- always approach Commission work with openness, respect, and integrity