

## **Membership and Community Engagement Committee Core Responsibilities**

The Membership and Community Engagement Committee is responsible for:

- Ensuring that Commission membership adheres to all federal requirements for reflectiveness, representation, and community engagement, including the Ryan White HIV/AIDS Program (RWHAP) Part A legislative requirements for membership reflectiveness and the CDC/HRSA Integrated HIV Prevention and Care Plan Guidance expectations for meaningful engagement, representation, and inclusive participation.
- Recruiting, screening, scoring, and evaluating applications for Commission membership and recommending nominations to the Commission in accordance with the Commission's established Open Nominations Process.
- Developing, conducting, and overseeing ongoing, comprehensive training for the members of the Commission and public to educate them on matters and topics related to the Commission, HIV service delivery, skills building, leadership development, and providing opportunities for personal/professional growth.
- Conducting regular orientation meetings for new Commission members and interested members of the public to acquaint them with the Commission's role, processes, and functions.
- Developing and revising, as necessary, Commission member duty statements (job descriptions).
- Recommending and nominating, as appropriate, candidates for committee, task force, and other work group membership to the Commission.
- Coordinating ongoing community outreach, public awareness and information referral activities in cross-collaboration with other committees and subordinate working units to educate and engage the public about the Commission and promote the availability of HIV services.
- Working with local stakeholders to ensure their representation and involvement in the Commission and in its activities.
- Identifying, accessing, and expanding other financial resources to support the Commission's special initiatives and ongoing operational needs.
- Carrying out other duties and responsibilities, as assigned by the Commission or the Board of Supervisors.