

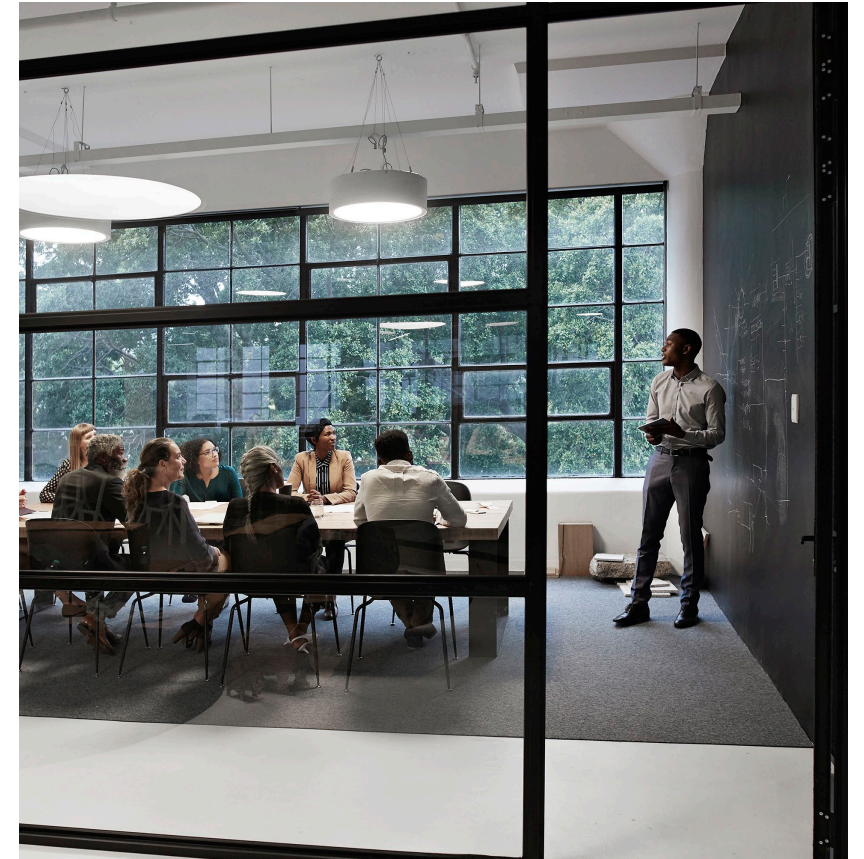
Membership Application Life Cycle

** The membership process presented aligns with and is supported by
the Commission on HIV's Policy 09.4205.*

Membership Application Life Cycle

The purpose of this training is to serve as a general overview for Commissioners to learn and understand how Commission on HIV (COH) staff manages:

- the intake
- processing
- onboarding of new members



Membership Applications

There are two COH membership application forms:

New/Renewal Member Application: first-time applicants or renewing members.

Non-Commission Committee Member Application: applicants who are applying for membership on one of the Commission's standing committees



Application Submission

All candidates for Commission or Committee-only membership must submit an application. Once submitted, staff will review the application for:

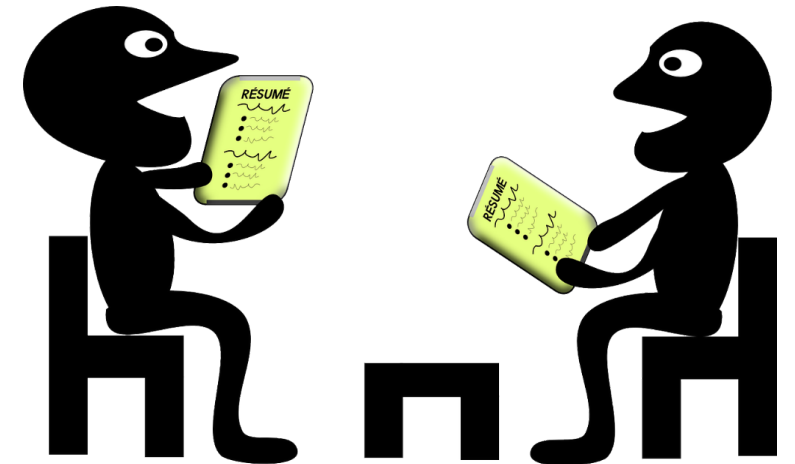
- completeness and accuracy
- member eligibility
- will verify with the candidate information submitted



Candidate Interview

Once the application has been verified by staff, staff will coordinate an interview within 60 days.

- All new member candidates must sit for an interview
- Renewing members are not required to sit for an interview
- To maintain transparency and integrity of the nomination process, there should not be a conflict of interest on the panel

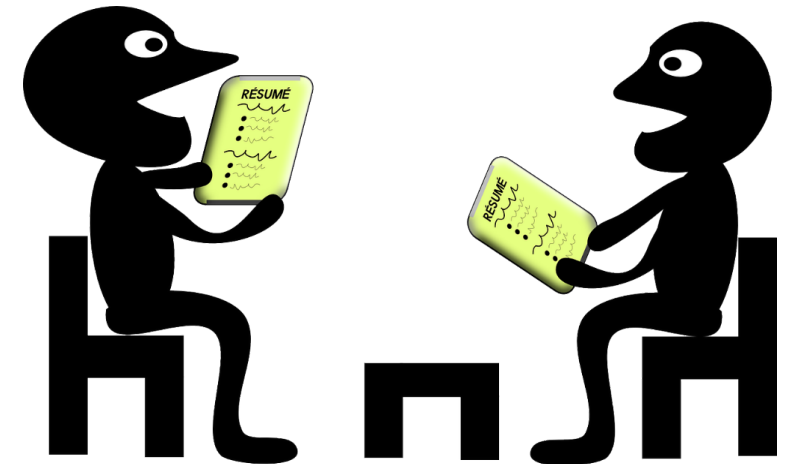


Candidate Interview



The Committee-only membership application:

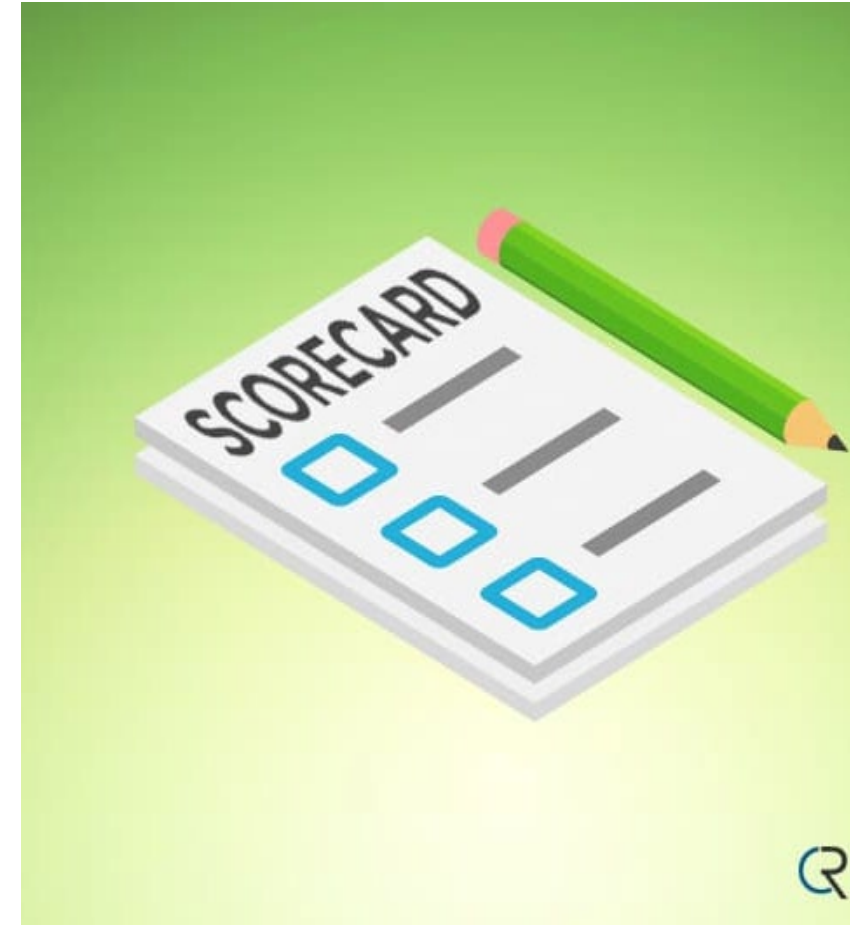
- reviewed by staff for accuracy
- forwarded to the lead staff of the designated Committee
- if approved by the Committee, then forwarded to the Operations Committee



Interview/Scoring Sequence

Applicants are evaluated and scored following their interview:

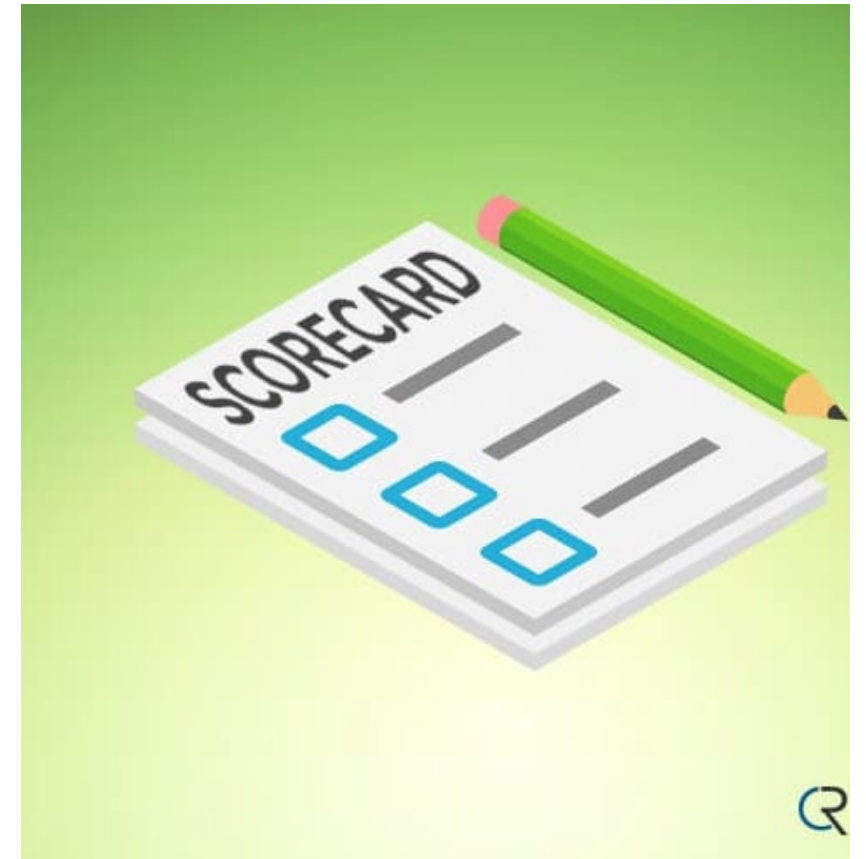
- each member of the interview panel assigns a point value to each factor of criteria.
- all scores are totaled and averaged
- the final point value is the applicant's final score
- the interview panel may request a second interview after it has scored an application



Scoring Forms

Scoring criteria is based on:

- essential skills and abilities
- qualities and characteristics
- experience
- past performance (for renewal candidates)
- a minimum of 60 points qualifies the candidate
- if the applicant earns a non-qualifying score (below 60 points), the Operations Co-Chairs will inform the applicant



Nominations / Seat Determination

If the applicant is eligible for Commission membership:

- the Operations Committee will determine the seat the candidate should fill
- place the candidate on its upcoming agenda
- if approved, the application elevates to the Executive Committee
- if approved by the Executive Committee, it elevates to the full Commission body



Appointment

If the candidate's application is approved by the full body:

- the application and Statement of Qualifications (SOQ) are forwarded to the Executive Office of the Board of Supervisors (BOS)
- the BOS agendaizes the nomination
- upon BOS approval, the candidate is appointed to the Commission

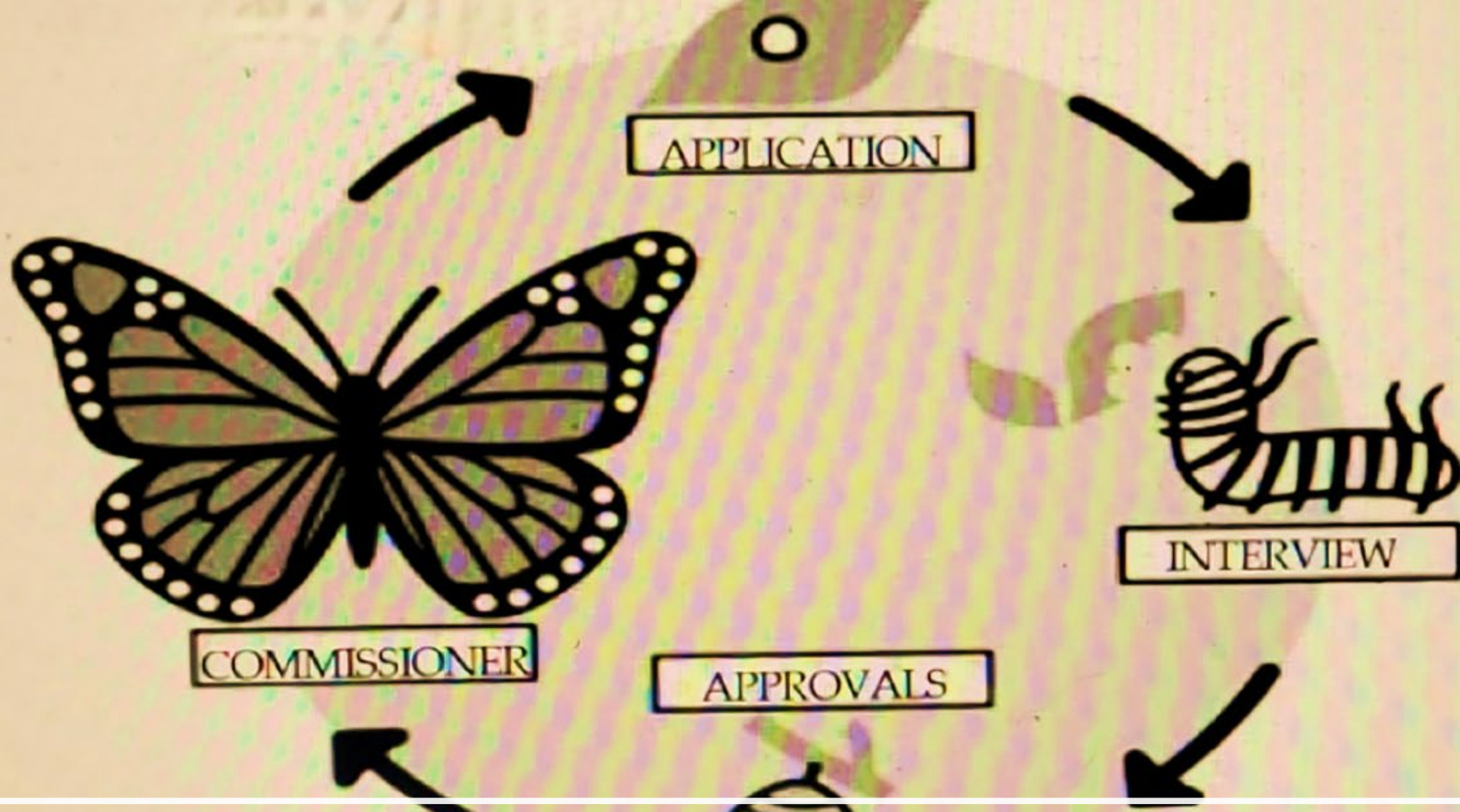


Welcome

A newly appointed Commissioner is expected to begin their service on the Commission at the next scheduled Commission meeting following Board appointment.

- Newly appointed Commissioners will receive a welcome and an appointment letter
- BOS staff will reach out to the newly appointed Commissioner for next steps





Becoming a Commissioner is a Process