

## **Application, Selection, & Appointment**

Applications for membership to the Council are solicited through an open, public, and proactive process. The protocol for submission, review of applications, selection and appointment of Council members should be clearly delineated in the Policies and Procedures manual. Parity, inclusion, and representation (PIR) for the HCPC shall be understood in terms of the HIV epidemiologic profile of San Francisco, not the national profile, and this shall be reflected in the composition of the full Council.

The HCPC strongly values diverse representation and builds on the concepts of parity, inclusion, and representation.

The Council is committed to ensuring that the application, selection, and appointment of members are conducted in a manner that is transparent and has full integrity. The members of the Council are solicited through an open, public, and proactive process.

### **Application Process for Council Membership**

Application forms are available online at the Council's website [www.sfhivplanningcouncil.org](http://www.sfhivplanningcouncil.org) and at all Council meetings and subcommittee meetings. Applicants must attend at least one Full Council meeting prior to submitting an application.

Completed forms should be forwarded to Council support staff. They may also be submitted to Council support staff at any full Council or committee meeting.

Council support staff will review applications for completeness and verification of information. They will then forward applications to the Membership Committee who will review the applications and vote on whether or not to interview the candidate. If an interview is to be scheduled, Council support staff will work with the Membership Committee to set a date for the committee interview.

Prior to the committee interview, Council support staff will conduct a minimum of two reference checks per applicant and report on them at the time of the interview.

### **Interview and Appointment Process for Council Membership**

At the committee interview, Membership Co-chairs will set a procedure appropriate to the current situation. All applicants will be asked questions as determined by the Membership Committee.

The Committee will make a decision based on the reference check findings, interview, application and demographics of current Council needs. If the Committee votes to recommend the candidate to the Council for Membership, the vote will be noticed on the agenda for the next full Council meeting. Council support staff will inform the applicant of the Committee decision.

The Planning Council will review the recommendations of the Membership Committee, and will vote to accept or reject the Committee's recommendation. All nominations and votes will be considered on an

individual basis by the Council. If the Council votes to accept the Membership Committee's recommendation, the recommended nominees will be submitted to the Mayor for appointment.

Until mayoral appointment occurs, the nominee shall be considered a member of the public.

### **Appointed Seats**

- 1) Each organization or department that has an Appointed seat will identify a primary representative.
- 2) These representatives should have department-level expertise and knowledge that will be relevant to planning and implementing HIV prevention and care in San Francisco.
- 3) Appointed members speak on behalf of the section and/or organization that they represent rather than on personal opinion.
- 4) They are subject to the same interview, application and mayoral appointment processes as other members.
- 5) The application, selection and appointment of the Government Co-Chair seat is determined in the Government Co-Chair policy.