

Council Member Job Description

The Position

The mandated responsibilities of Council members include:

- establishing prioritization of service categories and the allocation of Ryan White funds within the EMA, including how best to meet each such priority
- reviewing the health department's Cooperative Agreement application to the CDC for federal HIV-prevention funds, including the proposed budget, and voting to send a letter of concurrence, concurrence with reservations, or non-concurrence;
- developing the Integrated HIV Prevention & Care Plan, compatible with existing state and local plans for HIV services;
- assessing the efficiency of the administrative mechanism in rapidly allocating funds to areas of greatest need;
- participating in the development of a statewide coordinated statement of need;
- identifying priority populations to receive HIV services based on a thorough review of the epidemiologic, evaluation, behavioral, and other data on the San Francisco EMA's populations and communities; and
- establishing methods for obtaining input on community needs and priorities.

Additional responsibilities:

1. Attend monthly Full Council meetings and assigned Committee meetings
2. Prepare for all Council meetings by reading the pre-meeting materials, including the minutes of the previous meeting
3. Communicate respectfully with fellow Council members, the public, health department staff, and all others involved in the community planning process
4. Attend all Orientation and training events (where mandated)
5. Remain informed about HIV policy issues pertaining to Subject Matter Jurisdiction of the Planning Council
6. Be able/willing to participate in discussions relevant to the needs of the EMA as opposed to interest group/category of representation
7. Willingness to participate in Council events in order to further the Council's mission and goals (e.g. attending community forums etc.)

Qualifications

1. Inclusion/membership in a specified category per legislation and HRSA/CDC guidelines
2. Ability to communicate opinions freely, honestly and respectfully per the Rules of Respectful Engagement
3. Commitment to adhere to the By-laws and policies and procedures of the Council
4. Ability to operate/function collaboratively to contribute to and participate in Council activities.

Eligibility

The membership of the Council shall be restricted to persons who currently reside in or work in the San Francisco EMA (San Francisco, San Mateo, & Marin counties).

Term Length

The term of appointment for Council Members shall be two years beginning on the date of the mayoral appointment.