

## **At-Large Seats**

The purpose of at-large seats is to broaden representation in leadership.

### **Terms**

At-Large Steering Committee members are elected for 2-year terms, for up to no more than 3 consecutive terms. If the At-Large member is elected to complete a partial term, that partial term does not count toward the three consecutive term limit.

### **Qualifications**

1. Active member of the Planning Council in good standing.
2. Commitment to become knowledgeable about CDC and Ryan White requirements and processes, Planning Council By-laws, and Planning Council policies and procedures.
3. Understand and have an interest in the committee's roles and responsibilities, including the relationship with the Steering Committee, the Council, and the Grantee.
4. Able to interact effectively with people from diverse social, economic, and cultural backgrounds.
5. Demonstrates sensitivity to the needs and requirements of communities that are affected by the HIV/AIDS epidemic in the San Francisco, San Mateo, and Marin County - the San Francisco Eligible Metropolitan Area (EMA).
6. Demonstrates communication skills, including a willingness to speak in front of committees, encourage and motivate others, exercise diplomacy and tact, and a willingness to delegate responsibilities. Experience with group facilitation preferred, but not required.
7. Demonstrates problem-solving and decision-making skills.

### **Responsibilities**

1. Advocate for and advance the mission of the Committee. Ensure community representation is incorporated into the work of the Committee.
2. Shall support unaffiliated consumers of care and prevention services representation and participation on the Committee, and advocate for these communities.
3. Ensure communication between the Committee and the Steering committee, Council Support staff, Council co-chairs, and full Council.
4. Stay informed on issues relevant to CDC and Ryan White Programs, HIV/ AIDS services, and public funding for community health and support services.
5. In conjunction with Council support staff, adhere to the bylaws and Planning Council policies and procedures.
6. In conjunction with Council support staff, ensure that the tasks of the committee are completed in a timely manner.
7. Adhere to the Council's Rules for Respectful Engagement at all times.

### **Participation Requirements**

1. Maintain regular attendance at all Steering Committee meetings.
2. Attend and actively participate in the Planning Council.