

Committee Co-Chair Job Description

Committee leadership provides direction and fosters trust and motivation by promoting an inclusive and productive atmosphere at meetings. Co-chairs collaborate with the Grantee, Council Support staff, and various entities to ensure the Planning Council achieves its mission and goals and fulfills its mandated responsibilities. Committee Co-chairs also serve as part of the Council leadership through their role on the steering committee. Co-chairs are nominated and elected to serve for one-year terms, and serve no more than three consecutive terms as Co-chair of the same committee. If the Co-chair is elected to complete a partial term, that partial term does not count toward the three consecutive term limit.

The Council is committed to promoting leadership of PLWH and asks that each committee strive to elect at least one Co-chair who is a PLWH, ideally an unaffiliated consumer, whenever possible.

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.

Participation Requirements

1. Attend all regular or special home committee meetings.
2. At least one Co-Chair from each Committee must maintain regular attendance at all Steering Committee meetings.
3. Attend and actively participate in the Planning Council.

Responsibilities

4. Advocate for and advance the mission of the Committee. Ensure community representation is incorporated into the work of the Committee.
5. Shall support unaffiliated consumers of care and prevention services representation and participation on the Committee, and advocate for these communities.
6. Ensure communication between the Committee and the Steering committee, Council Support staff, Council co-chairs, and full Council.
7. Stay informed on issues relevant to CDC and Ryan White Programs, HIV/ AIDS services, and public funding for community health and support services.

8. In conjunction with Council support staff, adhere to the bylaws and Planning Council policies and procedures.
9. In conjunction with Council support staff, ensure that the tasks of the committee are completed in a timely manner.
10. Adhere to the Council's Rules for Respectful Engagement at all times.

Committee Meetings

1. Facilitate meetings of the Committee, including developing and reviewing agendas and minutes with Council Support staff for all committee meetings.
2. Determine how Co-chair responsibilities shall be shared between Co-chairs.
3. Ensure coordination and communication with Council support staff.
4. In conjunction with Council support staff, ensure committees complete tasks and assignments related to the core functions outlined in committee formats.
5. Present Committee recommendations and/or motions to Steering committee and/or the full Council.
6. Support implementation of the Council's Conflict Resolution policy as needed.
7. Remain objective and impartial as the Co-chair(s) role changes from participant to facilitator
8. Support all attendees' adherence to Council's Rules for Respectful Engagement at all times; encourage and provide opportunity for all attendees to participate.
9. An active Co-Chair may be designated to preside over meetings during the absence of the appointed Co-Chairs.
10. Other duties and activities as required.