

Council Co-Chair Job Description

Election/Terms

To foster diversity in leadership over time, a Community Co-Chair may not serve more than three (3) consecutive terms.

A Community Co-Chair can run in no more than three (3) regular elections. A Community Co-Chair may be elected in a special election to fill out the term of a Community Co-Chair who has resigned. If the remainder of the term is one (1) year or less, the new Community Co-Chair can run in up to three (3) later regular elections; if the remainder of the term is more than one (1) year, the Community Co-Chair can run in no more than two (2) later regular election.

Co-chairs are nominated and elected to serve for two-year terms and serve no more than three consecutive terms as Co-chair. If the co-chair is elected to complete a partial term, that partial term does not count toward the three consecutive term limit.

The HIV Community Planning Council will open nominations for new Council Co-chairs at a Full Council meeting. The nomination will be open until they are formally closed at the next Full Council meeting. The election will be held by written ballot at that meeting. The elections shall follow the guidelines in the Council By-laws.

One Co-chair will be up for nomination in years ending in an even number. The remaining two Co-chairs will be up for nomination in years ending with an odd number.

The Council will make a good faith effort that at all times, the seat(s) up for election along with the seat(s) that are continuing for the remainder of their term will comply with the demographic requirements for Co-chairs set forth in the By-laws

Council Support shall have the responsibility of maintaining records of seats that are up for election;

The ballots (votes) will be recorded in the minutes as public information. Council Support will tabulate the ballots before the end of the Council Meeting. The nominees with the most votes will be those announced as elected to be the new Co-chairs of the HIV Community Planning Council before the end of the meeting.

Resignation of a Community Co-Chair

If a Community Co-Chair resigns from office prior to the end of his/her two (2)-year term, the HCPC shall elect another Community Co-Chair who will serve the remainder of the unexpired term.

Co-Chair Roles and Responsibilities:

1. Facilitate meetings of the Planning Council and the Steering Committee, including developing and reviewing agendas for all regular and special meetings of the Council and the Steering Committee.

2. Develop agendas for full Council meetings, in conjunction with Steering Committee and Council staff
3. Advocate for and advance the mission of the Planning Council;
4. Ensure community participation is incorporated into the work of the Council;
5. Ensure communication between the Planning Council and Grantee, CEO (Mayor), HRSA, CDC, members of the community, or organizations that have official business with the Planning Council.
6. Adhere to the By-laws and Planning Council policies and procedures, monitor their implementation in all council activities, and ensure that they are reviewed as appropriate.
7. Serve as one of the official, public representatives of the Council;
8. Sign official documents;
9. Adhere to the Council's Rules for Respectful Engagement at all times, and support all attendees' adherence to Council's Rules of Respectful Engagement at all times;
10. Ensure continuity and concordance among Council work, work groups, the Integrated Plan, the Cooperative Agreement, and resource allocation;
11. Present Steering Committee recommendations and/or motions to the Council.
12. Support implementation of Council Conflict Resolution policy as needed, and act as the first-level arbiter in resolving grievances.
13. Remain objective and impartial as the Co-chair(s) role changes from participant to facilitator;
14. Encourage and provide opportunity for all attendees to participate;
15. An active Co-Chair may be designated to preside over meetings during the absence of the appointed Co-Chairs.
16. Stay informed on issues relevant to the HIV/AIDS services, HIV Prevention services, Ryan White programs, and public funding for community health and support services.
17. Other duties and activities as required.

Qualifications

1. Active member of the Planning Council in good standing.
2. Knowledgeable about CDC and Ryan White requirements and processes, Planning Council by-laws, and Planning Council policies and procedures. Understand the Planning Council's roles and responsibilities, including the relationship with the Grantee and other HIV planning bodies.
3. Able to interact effectively with people from diverse social, economic, and cultural backgrounds.
4. Demonstrated 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).
5. Able to collaborate and cooperate with individuals from a broad spectrum of educational and professional backgrounds, including public officials, healthcare professionals, and members of the community.
6. Demonstrates written and oral communication skills, including the ability to speak comfortably in front of large groups, encourage and motivate others, exercise diplomacy and tact, and speak with the media. Experience with large-group facilitation preferred, but not required.

7. Demonstrated problem-solving and decision-making skills.
8. The Co-chair(s) fulfilling the HIV+ Consumer requirement in the By-laws must disclose his/her HIV status; otherwise there is no requirement to disclose status.

Participation Requirements

1. Attend all regular or special Planning Council meetings.
2. Maintain regular attendance at regular or special Steering Committee meetings.
3. Attend and actively participate in one other committee of the Planning Council.
4. Periodically attend meetings of all standing committees.
5. Attend all mediation and arbitration sessions related to grievances of council prioritization and resource allocation decisions.
6. Participate in the review of the grant application.
7. Represent the Planning Council at statewide collaborative meetings, local, regional, and national meetings and conferences, as appropriate.
8. Meet regularly with the other co-chairs, Council support staff, and HHS and CHEP staff.