

# **ROLES & RESPONSIBILITIES: IHIPC MEMBER JOB DESCRIPTION**

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## **Background**

The IHIPC is composed of 25 to 35 members of the Illinois community who work with the IDPH to inform and promote the development of a comprehensive HIV prevention and care plan that can achieve the goals of the National HIV/AIDS Strategy. The following job description represents IHIPC member roles and responsibilities as outlined in the CDC Guidance for HIV Planning Groups, Integrated Planning Guidance, the IHIPC Bylaws, and other IHIPC documents.

## **Role Summary**

IHIPC members work collaboratively and constructively to further the mission and goals of the IHIPC by considering both the needs of their community and the needs of all HIV-affected persons in Illinois in their discussions and decision-making.

## **Selection Procedure and Length of Commitment**

The IHIPC Membership Committee works in conjunction with the IDPH IHIPC Coordinator to recruit and interview (if required) applicants and recommends their appointment to the IHIPC on an annual basis. The IDPH IHIPC Coordinator appoints new members to the IHIPC. Elected voting members are appointed for a term of two years and may be appointed to one additional two year term. The lifetime length of service for IHIPC members shall not exceed 48 consecutive months. Members must be off the IHIPC as a voting member for a full year before seeking re-election to another term.

## **Roles and Responsibilities**

- Attend and provide input at all regular meetings (webinar and face-to-face) of the IHIPC –See “Meeting and Subcommittee Member Attendance, Participation, Dismissal, and Resignation Due to Absenteeism” procedure.
- Attend all regular meetings/teleconference calls of at least one committee, task force, or working group (as assigned by the IHIPC Co-chairs) and assist with the data collection, writing, or other activities of the committee.
- Participate in all required trainings (mostly conducted by webinar).
- Prepare for all IHIPC and committee meetings by reviewing minutes from the most recent meeting and materials for upcoming meetings.
- Actively and in a timely manner, receive/review and respond to IHIPC related communications (i.e. phone, e-mail, mail).
- Assist IDPH, as requested, in making recommendations on prioritized populations to receive HIV prevention services and appropriate and effective prevention strategies and interventions for those populations, based on CDC Guidance and a thorough review of the epidemiological, service delivery, evaluation, behavioral, and other data on PLWH and Illinois’ prioritized populations.
- Participate in the development, update, and dissemination of the *Illinois Integrated Plan for HIV Prevention and Care*.

- Review summary of the IDPH's Cooperative Agreement application/budget to CDC for federal HIV prevention funds and to HRSA for federal HIV care and treatment funds, including the proposed budget.
- As needed, vote to send a letter of concurrence, concurrence with reservation, or non-concurrence on the *Illinois Integrated Plan for HIV Prevention and Care*, and respective updates.
- Keep informed about HIV prevention and care issues.
- Communicate respectfully with fellow IHIPC members, the public, IDPH staff, and all others involved in the HIV planning process.

### **At-large Members**

The membership slate or ballot presented for vote can also include up to three alternate at-large members. These members will have gone through the same application and selection process as the applicants being recommended for new voting membership, but they are not included on the initial list of applicants recommended to begin their terms as voting members in the next CY. Instead, they will be approved/not approved to serve as alternate at large members should voting members vacate their seats before the next election cycle. At large members will be held to the same meeting attendance and committee participation requirements as voting members. They will be required to seek an IHIPC committee assignment and as a committee member, will have voting rights on their assigned committee. At large members will not be able to vote at meetings of the full IHIPC, however. When voting seats are vacated on the IHIPC, the IHIPC Coordinator will first communicate with the at large member(s) to determine their continued interest and ability to take on the responsibilities of voting membership. The Membership and Steering Committees will review the at large member(s) meeting attendance and committee participation history and vote on filling the open seat(s).