



CAG

Florida Statewide Consumer Advisory Group

Working together, building a successful tomorrow
for positive individuals today.



MEMBER ROLES AND RESPONSIBILITIES

Roles and responsibilities of CAG members include:

1. Operations

- a) Participate in all CAG meetings in person or by telephone conference call
- b) Actively participate in **at least one** local or statewide HIV/AIDS prevention or care planning group
- c) Share the CAG information with your community and other Persons Living with HIV/AIDS (PLWHA) and bring information to CAG from your community
- d) Ensure that the CAG is inclusive in its composition by recruitment in your community
- e) Provide input to the HIV/AIDS and Hepatitis Program to ensure effective operations of the CAG

2. Implementation

- a) Work with the HIV/AIDS and Hepatitis Program to ensure that information about all projects, programs and activities reflects the CAG mission and the changing needs of PLWHA
- b) Promote educational workshops to empower HIV/AIDS positive consumers living with a chronic disease
- c) Increase awareness of HIV/AIDS in the community to help remove the stigma
- d) Be open and accepting of your HIV status to further promote community understanding of HIV/AIDS
- e) Be willing and comfortable being in the public's eye with disclosing your HIV status

3. Needs Assessment and Community Input

- a) Contribute to the Ryan White Patient Care needs assessment in your community
- b) Provide input regarding program implementation as needed and assist in interpreting data submitted by consumers involved in HIV/AIDS and Hepatitis programs
- c) Take part in local prevention planning efforts and interventions

4. Public Relations/Outreach

- a) Assist in publicizing the CAG to the community at large, specifically serving as a liaison between the HIV/AIDS and Hepatitis Program and other HIV/AIDS care and prevention planning groups



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- b) Contact HIV/AIDS service providers to request their assistance in promoting the CAG and its projects to their clients
- c) Conduct outreach presentations in your region/area to include, but not limited to the following:
 - Promoting Prevention for Positives/High Risk interventions
 - Promoting Medical Monitoring Project
 - Promoting a speaker guild
 - Promoting a CAG at local levels
 - Promoting Peer Programs
- d) Assist in identifying regional, county and local resources to support CAG functions and activities

5. Participation in Community Events

CAG visibility contributes to the reduction of HIV-related stigma by putting a face to the epidemic and dispelling myths and misconceptions about HIV and those who are living with it. It is therefore important for the CAG member to have visibility within the community that it represents. World AIDS Day, AIDS Walks, fundraising events, ethnic festivals, etc., represent opportunities for the CAG to make its role and purpose known within the community. It also provides opportunities to recruit new members for the CAG or to encourage others to learn their HIV status and get into care.

6. Code of Conduct

In order to promote and maintain civility and effectiveness of CAG, it is essential that not only the Roles and Responsibilities be fair and clear but that the members shall be held accountable to a fair and clear Code of Conduct.

CAG members shall:

- Demonstrate respect for fellow members during CAG meetings
- Respect the opinions of others, even if they disagree, and engage in open and productive discussions
- Arrive on time for meetings and stay until the conclusion of meetings
- Take on and complete their fair share of the CAG work, as necessary
- Conduct themselves in full accordance with established travel guidelines
- Attend meetings fully prepared to participate in CAG business
- Display appropriate behaviors and actions as any inappropriate behaviors or actions may result in removal proceedings by fellow CAG members

With my signature I understand and support the mission and the roles and responsibilities as a member of the Florida Statewide Consumer Advisory Group.

Member Signature

Date