



CHAG MEMBER ROLES AND RESPONSIBILITIES

Roles and responsibilities of Community HIV Advisory Group (CHAG) members include:

1. Operations

- a) Participate in all CHAG meetings in person or by telephone conference call and if unable to attend notify the CHAG Secretary and/or the CHAG FDOH Liaison.
- b) Actively participate in **at least one** local or statewide HIV Prevention or Patient Care planning group.
- c) Share the CHAG information with your community and other Persons Living with HIV (PLWH) and bring information to CHAG from your community.
- d) Participate in the ongoing Medical Monitoring Project, (MMP), as a member of the Community Advisory Board, (CAB) while serving as a member of the CHAG.
- e) Suggest agenda items, presentation & speakers to the Chair & provide input to the HIV/AIDS Section to ensure effective operations of the CHAG.

2. Implementation

- a) Work with the HIV/AIDS Section to ensure that information about all projects, programs and activities reflect the CHAG mission and the changing needs of PLWH's in the state of Florida.
- b) Promote educational workshops to empower other PLWH.
- c) Increase awareness of HIV within the community.
- d) Be open and accepting of your HIV status to further promote community understanding of HIV.
- 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 promotion of the Ryan White HIV/AIDS Program (RWHAP). Patient Care & Prevention Program needs assessments within your community
- b) Provide input regarding development of the needs assessment process as needed.
- c) Take part in local prevention planning efforts and interventions.

4. Public Relations/Outreach

- a) Assist in publicizing the CHAG to the community at large, specifically serving as a liaison between the HIV/AIDS Section and other HIV care and prevention planning groups.
- b) Contact HIV service providers to request their assistance in promoting the CHAG 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, PrEP, nPEP and drug adherence



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- Promoting MMP
 - Promoting speakers' guilds
 - Promoting CHAG at local levels
 - Promoting Peer Programs
- d) Assist in identifying regional, county and local resources to support CHAG functions and activities.

5. Participation in Community Events

CHAG 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 HIV. It is therefore important for CHAG members to have visibility within the communities that they represent. HIV awareness events (<https://www.hiv.gov/events/awareness-days>), AIDS walks, fundraising events, ethnic festivals, represent opportunities for the CHAG to make its role and purpose known within the community. Such events provide opportunities 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 the CHAG, 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.

CHAG members shall:

- Demonstrate respect for fellow members during CHAG 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 CHAG work, as necessary
- Conduct themselves in full accordance with established travel guidelines
- Attend meetings fully prepared to participate in CHAG business
- Display appropriate behaviors and actions as any inappropriate behaviors or actions may result in removal proceedings by fellow CHAG members

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

Member Signature

Date