



Contra Costa HIV/AIDS Consortium



MEMBER JOB DESCRIPTION

MISSION STATEMENT ~

The Contra Costa HIV/AIDS Consortium advocates on behalf of people infected with and affected by HIV/AIDS. It plans and coordinates services, and advises governments and community leaders while providing support for those living with HIV/AIDS. The Consortium is a sub-committee of the Oakland Transitional Grant Area (TGA) Collaborative Community Planning Council (CCPC).

COMMITMENT ~

Members of the Consortium are expected to:

- Attend the general meetings on a regular basis.
- Actively participate on at least one of the committees listed below
- Commit between 2-4 hours a quarter to attend meetings
- Complete a state-mandated conflict of interest - FPPC Form 600
- Keep up to date on local HIV/AIDS activities in Contra Costa County

COMMITTEES, PLANNING GROUPS AND NETWORKS ~

- **Executive Committee (Meets Last Tuesday each month)** - Co-chairs, At-Large Representative(s) and Program Support. Sets the agenda for Consortium meetings, coordinates work of committees, and provides work plan organization and problem solving. Reviews new member applications and presents to Consortium for votes.
- **Allocation Committee (Monthly March thru July)** - Members review local and regional statistic, review how widely services were used in the past year, review consumer input, and service providers. The committee establishes priorities and presents them to the larger body for vote.
- **Oakland TGA Collaborative Community Planning Council (CCPC) (Meets 4th Wednesday each month)** - Regional planning body sets service priorities needed in the Transitional Grant Area (TGA) decides how to allocate resources to those services and develops a comprehensive plan to provide the services.
- **Services Planning Group (On Hold)** – Develops and implements need assessments and evaluation of the system of HIV care services throughout the County. Recommends a strategic action plan to be taken by the larger Consortium.
- **Case Management Working Group (On Hold)** – The Case Management working group is made up of case managers who are updating the policies and procedures manual to meet the new guidelines for medical case management services.
- **Ad Hoc Committees (Convened as needed)** – Policy Advocacy Committee

The Consortium and committee membership strive for balance in gender, ethnicity, geographic representation, sexual orientation, people living with HIV/AIDS, concerned local community, faith leaders, businesspeople and providers/administrators of services to people living with HIV/AIDS. Everyone's expertise is equally valued.