

## Central Florida HIV Planning Council

Bylaws Reference: Not Applicable

Scope: N/A

Program procedure: CFHPC-POLICY-21

Title:

[Member Roles and Responsibilities](#)

Effective: 02/28/18

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04/24/19, 06/28/23

It is the responsibility of each Central Florida HIV Planning Council Member to:

1. Participate in carrying out legislatively defined and other duties of a Ryan White HIV/AIDS Program (RWHAP) Part A and Part B planning body.
2. Promote greater cooperation among all agencies delivering HIV-related health and human services;
3. Promote a comprehensive continuum of care that is available to all people in the service area who are infected with or affected by or at risk for HIV;
4. Collaboratively address the major issues in health, social service, prevention, early intervention, patient care, and the quality of life for people who are infected with or at risk for infection with HIV;
5. Provide information to community providers and residents in order to increase visibility of and accessibility to HIV-related services;
6. Evaluate the effectiveness of the planning process;
7. Assist in developing a needs assessment process to identify unmet HIV/AIDS needs and service gaps and barriers within the community;
8. Plan and foster integration of the HIV planning process with other relevant planning efforts;
9. Represent their community's HIV related issues or concerns to the Central Florida HIV Planning Council;
10. Provide an update to all Planning Council activities at the Ryan White Community Meeting, Executive and Planning Council Business Meeting;
11. Participate in at least one standing committee, including regular attendance and participation in meetings of general membership and committee meetings;
12. Submit agenda items for Planning Council meetings as appropriate;
13. Review the minutes from each meeting and ensure that an accurate portrayal of the deliberations of the Planning Council is presented;
14. Be prepared to participate fully during all Planning Council activities by reading all meeting materials and other correspondence and providing feedback as requested; and,

15. Provide input to ensure that all policies and procedures developed for the Planning Council are in accordance with Ryan White HIV/AIDS Program requirements and guidance, state and federal laws, and the mission of the Central Florida HIV Planning Council.