



Membership & Engagement Workplan **[Nov Start Draft]**

Planning Cycle 2024-2025

Ongoing Activities												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Review Membership Matrix & PC Reflectiveness		X		X		X		X			X	
Review Committee Roster		X		X		X		X			X	
Review Attendance Roster		X		X		X		X			X	
Review Monthly Social Media Insights		X		X		X		X			X	
Recommend Content for Social Media Accounts and Online Newsletter		X		X		X		X			X	
Review, Update & Recommend Changes to Policies & Procedures (as needed)		X		X		X		X			X	
(ANNUAL) Approve Committee Workplan		X										

CFHPC Applicants & Membership Evaluation												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Applicant Interviews	X	X		X	X	X	X	X	X	X	X	
Review Applicant Summaries		X		X		X		X			X	
Review Orientation Evaluations & Recommend Updates/Revisions (as needed)		X		X		X		X			X	
Review Exit Survey Responses (if available)		X		X		X		X			X	
Review and Update Membership Forms (Applications, Interview Forms, etc) (as needed)		X		X		X		X			X	

Leadership & Elections												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Nominate and Elect a Chair & Vice Chair		X										
Review Nominees for PC Office											X	
Leadership Evaluations				X				X				
Annual Committee Report											X	

Member Training												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Discuss & Recommend Member Training Schedule & Topics		X										
Plan for Quarterly Training		X				X					X	
Host Quarterly Training (PCS)				X				X				X
Discuss & Plan Leadership Training		X						X				
Host Leadership Training (PCS)		X	X							X		
Review Training Evaluations Results (recommend updates as needed)		X		X		X		X			X	

Red Ribbon Times Magazine*												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Select Articles		X						X				
Approve Draft				X							X	
Release Magazine (PCS- once copies are received)					X							X

Recruitment, Retention, & Event Planning												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Review & Update Retention and Recruitment Plan		X		X								
Review & Update Social Media Guidelines		X		X								
Discuss & Recommend Recruitment Activities		X		X		X		X			X	
Discuss National Testing Day								X				
Initiate Planning for WAD						X						
Select Member Awards for Sept PCB											X	

Legislative Requirements (Related to Membership)

1. Ensure that mandated seats are filled
2. Maintain at least 33% of client members

3. Have an open nominations process for officers
4. Ensure that the Council's membership is reflective/representative of the HIV epidemic in the EMA
5. Have training that enables members to participate fully in collaborative decision making and fulfill their responsibilities

Planning Council Responsibilities (Overall)

- (A) Determine the size and demographics of the population of individuals with HIV/AIDS
- (B) Determine the needs of such population...;
- (C) Establish priorities for the allocation of funds within the eligible area, including how best to meet each such priority and
- (D) develop a comprehensive plan for the organization and delivery of health and support services...;
- (E) Assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within
- (F) Participate in the development of the statewide coordinated statement of need initiated by the State public health agency
- (G) Establish methods for obtaining input on community needs and priorities which may include public meetings...,
- (H) Coordinate with Federal grantees that provide HIV related services within the eligible area