

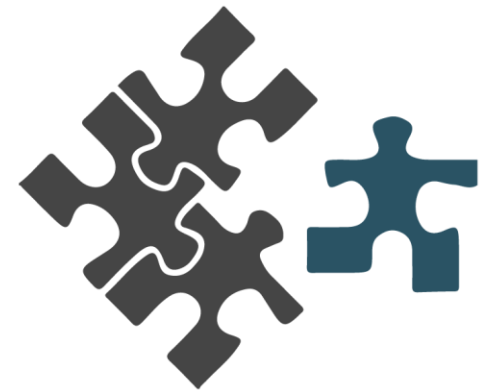
**Ryan White Part A**  
**Boston EMA HIV Services Planning Council**

**The Planning Council Member**



# The Planning Council Member

The Council is accountable to the people and the communities living with and affected by HIV in the Boston EMA. Your work with the Council should be informed by this standard of accountability at all times.



# Main Responsibilities

- Know the Planning Council's mission and goals.
- Be familiar with the Council's policies and bylaws.
- Attend to all Council and Committee meetings and be on-time.
- Bring a sense of thoughtfulness and sense of humor to the Council's deliberations.
- Work as part of a larger team (the Council or Committee).
- Represent needs of all communities impacted by HIV/AIDS, not an agency or individual need.
- State conflicts of interest prior to discussions or votes on relevant Planning Council business in accordance with the bylaws of the Planning Council.

# Main Responsibilities (cont'd)

- Foster a climate that promotes active participation by all members.
- Take an active role in a Committee projects or tasks.
- Undertake assignments willingly and enthusiastically.
- Mentor a new Council Member or be mentored by a returning Council Member.
- If, as a member of the Planning Council or one of its Committees, you feel there is something that needs to be addressed or a problem that needs to be resolved, you are encouraged to contact the respective Council or Committee leadership first. If this is not sufficient, you may request assistance from either the Planning Council Support (PCS) or the Boston Public Health Commission (BPHC) staff.
- Support other Planning Council activities such as community presentations, participation in health fairs, and recruitment events among others.

# Meetings and Participation

The Planning Council Bylaws state that Council members who have more than five (5) total absences (excused or unexcused) during a term must forfeit their position on the Council. Warning letters are sent to members who have three (3) consecutive absences. Reasonable accommodations are offered to members who are absent due to illness or disability.



## **Fully prepare and participate in each meeting by:**

- Reading the meeting agenda and minutes sent by PCS and any other relevant material ahead of time.
- Ask questions at Planning Council and committee meetings and make timely, well-considered, and non-repetitious comments.
- Explain acronyms and other specialized language.
- Suggest agenda items periodically to ensure that significant matters are addressed.



# Relationship to Support Staff

- Ask them for the help and support you need to participate effectively on the Council.
- Fill out required contact information sheets and return them promptly to PCS staff.
- Notify PCS staff in writing, by mail, fax or e-mail of changes in your contact information.
- In the event of illness or emergency that will prevent you from attending to a Council or Committee meeting, contact PCS staff to excuse your absence prior to the meeting.

# Additional Information

- All meeting minutes, transcripts, tapes, and documents are public record. All meetings are open to the public. (However, only appointed Council members may vote at Council meetings)
- If you need clarification about any of your responsibilities as a Planning Council member, please contact the Council leadership, PCS or other staff from the BPHC.