



PWA LEADERSHIP TRAINING INSTITUTE CONSUMER ADVISORY BOARD

MEMBER ROLES AND RESPONSIBILITIES

****Note: PWA Leadership Training Institute Consumer Advisory Board (LTI CAB) members serve a 2-year term, renewable through the CAB's process. Members may not serve more than two 2-year terms consecutively.***

Roles and responsibilities of LTI CAB members include:

1. Consumer Advisory Board Operations

- a) Attend or participate in LTI CAB meetings in person or by telephone conference. *(Meetings are generally 10am – 4pm and are held quarterly, usually on the first Thursday of the month. All LTI CAB meetings take place at Cicatelli Training Centers in Manhattan and transportation is provided. Additional shorter meetings may be held by telephone conference as needed.)*
- b) Participate actively in **at least one** of the following groups: Ryan White HIV Care Networks, HIV Planning Councils, HIV Prevention Planning Groups, Community Based Organization Consumer Advisory Board
- c) Ensure that the LTI CAB is inclusive in its composition.
- d) Provide input to Cicatelli Associates as to the effective operations of the LTI CAB itself.

2. LTI Implementation

Work with Cicatelli Associates staff to ensure that all programs and activities follow the mission and reflect the values of the LTI.

3. Needs Assessment and Community Input

- a) Contribute to needs assessment.
- b) Provide input to ensure that program operations continue to address the changing needs of People Living With HIV/AIDS (PWHA).
- c) Serve as liaison with the PWHA community, to communicate to the CAB and Cicatelli Associates the needs of program participants.
- d) Provide input regarding program implementation and assist in interpreting data submitted by program participants.

4. Public Relations/Outreach

- a) Assist in publicizing the LTI to the community at large, specifically serving as a liaison between the LTI and Ryan White HIV Care Networks, HIV Planning Councils, HIV Prevention Planning Groups and Community Based Organizations; share LTI information with consumers through those groups
- b) Contact HIV/AIDS service providers to request their assistance in promoting the LTI to their clients.
- c) Conduct outreach presentations for the LTI in your region/area.
- d) Assist in identifying regional, county and local resources to support LTI activities.