



**Guidelines for the Community Advisory Board (CAB)
of the Center for HIV Identification, Prevention, and Treatment Services (CHIPTS)
at the University of California, Los Angeles (UCLA)**

About CHIPTS

The Center for HIV Identification, Prevention, and Treatment Services (CHIPTS) is a collaboration of researchers from UCLA, Charles Drew University of Medicine and Science, Friends Research Institute, and the RAND Corporation working with the broader Los Angeles community toward a common goal: to enhance our collective understanding of HIV research and to promote early detection, as well as effective prevention and treatment programs for HIV. Funded by the National Institute of Mental Health, CHIPTS serves as a bridge among researchers, government, service providers, and people with HIV in responding to the changes in the HIV epidemic and in shaping sound public policy.

About the CHIPTS Community Advisory Board (CAB)

The Community Advisory Board (CAB) includes persons living with and affected by HIV/AIDS, representatives from the private sector, local and state health departments, community-based organizations (CBOs), AIDS service organizations, educational institutions, and others working or volunteering in the HIV/AIDS field. The CAB serves as one of two advisory bodies to CHIPTS, providing community perspectives on all of its activities. The other advisory body is the Scientific Advisory Board (SAB). The SAB reviews and comments upon the scientific effectiveness of CHIPTS programs and activities.

CAB Responsibilities

CAB members are expected to meet with CHIPTS' Executive Director and other members of CHIPTS' various Cores to provide a community perspective on various activities and functions of CHIPTS. Examples of issues on which the CAB is likely to advise CHIPTS include:

- Activities of CHIPTS' Cores—to ensure that they remain attentive to community concerns, needs, and priorities.
- Relevance to the community of the social/ behavioral prevention and intervention research supported by CHIPTS.
- Efforts to identify opportunities at CHIPTS for researchers and staff from racial/ethnic minority groups.
- CHIPTS' impact on the "practice" activities of CBOs and its overall relationship with the local community.

Membership

- The CAB will consist of 10 to 15 members, including representatives from diverse communities affected by HIV/AIDS. CHIPTS' goal is that at least 25 percent of the members will be people living with HIV/AIDS. The membership of the CAB will have knowledge or insight into communities affected by HIV/AIDS and will include, to the extent possible, representatives from different ethnic communities and regions of southern California as well as people who have some experience with or interest in scientific research and policy. Individuals whose work addresses structural or system level issues are especially desired.
- The Membership Committee, in conjunction with the Executive Director, will appoint members to the CAB annually, with input from CHIPTS' leadership. The term of appointment will be two years and members may serve no more than two consecutive terms.
- Members who miss two consecutive meetings during the year may be asked to forfeit the remainder of their appointment on the CAB.
- CAB members are compensated by CHIPTS for sharing their time and expertise (see below).
- Each member of the CAB will attend in his or her personal capacity, not in the capacity of the agency for which he or she works.



Meetings

- The CAB will meet quarterly. A yearly meeting schedule will be distributed to all members at the start of CHIPTS' academic year.
- Special meetings may be called by the Executive Director. If a special meeting is called, all members will be notified at least five business days in advance. Compensation of \$25 will be provided to members who attend a special meeting.
- An agenda will be prepared by the Executive Director and transmitted to members in advance of each meeting. Any member who wishes to propose agenda items to the Executive Director may do so up to a week in advance of a meeting.
- The Executive Director, or a person designated by the Executive Director, will prepare a summary of each meeting, and transmit the summary to all members with the agenda for the following meeting.
- CHIPTS will organize a yearly orientation for new CAB members.

Other Activities at CHIPTS

All CAB members are expected to participate annually in at least one of the following CHIPTS activities: Core meetings, peer review on proposals, pilot project review, and CHIPTS-organized conferences.

Compensation

- All CAB members are expected to participate in all four meetings per year.
- CHIPTS provides compensation for the generous donation of CAB members' time and effort. We recognize that there are often conflicts in members' schedules. As such, CHIPTS will compensate based on the following attendance:
 - 3-4 meetings per year: \$400 annually
 - 2 meetings per year: \$150 annually
- If you are unable to attend at least two meetings per year, no compensation will be provided and your continuation on the CAB will be discussed with you.
- If you are unemployed, self-employed, or working for an hourly wage, CHIPTS will pay an additional \$25 after each meeting you attend. Interested members should contact the Executive Director or his/her designee.
- All CAB members may submit mileage and parking reimbursement forms to the Executive Director or his/her designee to be reimbursed for travel to relevant CHIPTS activities within a week of each meeting.
- CAB members will be provided with a 1099 statement each year for tax purposes.