

Guidelines for CHIPTS Community Advisory Board (CAB) University of California, Los Angeles (UCLA)

(Updated April 4/1/2020)

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. Funded by the National Institutes of Mental Health, our mission is to eliminate new HIV infections by promoting collaborative research, fostering networking, and supporting capacity building, with an emphasis on key populations who face comorbidities. Both domestically and globally, CHIPTS has expertise in HIV program administration, junior faculty and trainee development, policy impact and evaluation, and innovation in interventions to optimize care and treatment of HIV-infected individuals and to expand prevention opportunities for HIV-uninfected at-risk individuals.

About the CHIPTS Community Advisory Board (CAB)

The Community Advisory Board (CAB) includes persons living with and/or affected by HIV/AIDS, representatives from health departments, community-based organizations (CBOs), AIDS service organizations, educational institutions, and others working or volunteering in the HIV/AIDS field. The primary purposes of the CHIPTS CAB are:

- To advise CHIPTS scientists on the research, dissemination of results, and other activities that are relevant and meaningful to the lives of the diverse communities impacted by HIV/AIDS.
- To engage and voice the perspectives of people living with HIV who are also affected by mental health and substance use disorders.

CAB Responsibilities

CAB members are responsible for advising CHIPTS research, disseminating research information and providing community perspective on various activities and functions of CHIPTS, including:

- Engaging with CHIPTS investigators in guiding research and providing feedback on CHIPTS Core activities to ensure that they remain focused on community concerns, needs, and priorities.
- Providing feedback on the social, behavioral, and biomedical prevention research supported by CHIPTS to ensure community relevance.
- Assisting in identifying research opportunities at CHIPTS for investigators and staff from racial/ethnic minority groups.
- Facilitating the dissemination of research results to the community and creating awareness of best practices.
- Participating in at least one of the following CHIPTS activities annually: Core meetings, peer review on proposals, pilot project review, CHIPTS strategic planning meeting, and other center-related events.

Membership

- The CAB will consist of up to 20 members, including representatives from diverse communities affected by HIV/AIDS. The membership of the CAB will include members with knowledge or insight into communities affected by HIV/AIDS, representatives from different ethnic communities and regions of southern California and people with experience or interest in scientific research and policy.
- Membership is for a duration of one year. Renewal of membership and appointment of new members will be done annually.
- Members who miss two consecutive meetings during the year may be asked to forfeit the remainder of their appointment on the CAB.

- Vacancies in the CAB will be filled through an application and selection process.
- 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.

Co-Chairs

- The advisory board will be led by two co-chairs.
- Co-chairs will be nominated and elected by the CAB members.
- Co Chairs will serve a twelve month term with opportunities to renew. In the event that a co-chair resigns prior to the end of term, a replacement co-chair will be nominated and elected by the members at the next meeting.

Responsibilities of Co-Chairs

- Co-Chairs will work with CHIPTS staff to identify discussion items and set the meeting agenda.
- Co-Chairs will facilitate and lead the quarterly meetings along with the CAB Coordinator.
- Co-Chairs chairs will take the lead on various CAB related projects.
- Co-Chairs will work in collaboration with CHIPTS staff and other CAB members to develop projects and initiatives to be accomplished by all members.

Chair Nominations, Voting and Selection Process

- Members can nominate themselves or another member. Please contact potential nominee(s) and ensure that they accept nomination before submitting.
- You can submit your nomination for Co-Chairs through the web based method or by emailing ojolayemi@mednet.ucla.edu
- Nomination period will be announced and the voting process will commence thereafter.
- An online voting process will be used once all the nominees have been identified. The voting process will occur approximately a month prior to the selection process.
- The CAB Co-Chairs will be selected prior to the second quarterly meeting and announced during the second meeting.

Meetings

- The CAB will meet quarterly.
- The CAB Coordinator will notify the CAB members of any changes in the CAB meeting date(s) in advance via email and/or during a meeting.
- The CAB Coordinator and Co-Chairs will prepare an agenda and share with the members in advance of each meeting. Members are encouraged to propose agenda items to the CAB Coordinator, and may do so up to a week in advance of a meeting.
- The CAB Coordinator will prepare a summary of each meeting, and share the summary to all members with the draft agenda for the following meeting.

Compensation

- All CAB members are expected to participate in all four meetings per year.
- CHIPTS will provide 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 \$50 (either check or gift card) per meeting attended in person. *Due to CHIPTS interim policy to host all meetings through April 30, 2020 virtually as a preventative response to the COVID-19 outbreak, CHIPTS will compensate the aforementioned \$50 (either check or gift card) per CAB meeting attended virtually through April 30, 2020.
- CAB members will be provided with a 1099 statement each year for tax purposes.



For more information, contact the CAB Coordinator Damilola Jolayemi at OJolayemi@mednet.ucla.edu [Click here](#) to visit the CHIPTS CAB page.

*COVID-19 related interim policy amendment.

