Department of Health Advisory Group Roles and Responsibilities

The HIV/AIDS and Hepatitis Section has established advisory workgroups to assist the program in addressing HIV/AIDS policies, programmatic issues and concerns. These groups are discretionary bodies formed by the HIV/AIDS and Hepatitis Section to represent people living with HIV/AIDS, those at high or increased risk and individuals experienced in working with these populations through local community organizations. Advisory groups support HIV planning efforts by increasing the representation of at-risk populations in the HIV planning process. Groups provide advise and make recommendations on issues unique to the needs and concerns of targeted at-risk populations. The issues and recommendations being addressed by advisory groups will be used to help inform the development of the State of Florida’s Jurisdictional HIV Prevention Plan.

Advisory Group Membership

Membership for each advisory group is open to individuals who represent or have experience working with populations that the advisory group represents. Members will be nominated using an application process (available from the department). Once applications are received, HIV/AIDS and Hepatitis Section staff will review applications to select the best candidate(s) for participation. Advisory group members serve two-year terms and there is no limit to the number of terms a member can serve.

Each advisory group is led by a chair and co-chair elected by the advisory group. Chairpersons are responsible for managing the duties and responsibilities of their respective groups.

Advisory Group Chair and Co-Chair Responsibilities

- Develop a work plan and timeline, with input from advisory group members, to accomplish the goals and objectives of the committee
- Convene all advisory group meetings, develop meeting agendas and ensure all members are focused on the goals and objectives of the group
- Report advisory group activities, issues and progress to the Executive Steering Committee on a monthly basis and during PPG Statewide Meetings

Advisory Group Member Expectations

- Participate in 80% of conference calls and in-person meetings, and communicate with staff if unable to participate
- Readily provide input, feedback and local expertise during calls and meetings
- Respond to requests for feedback from the chair and/or staff in a timely manner or by the specified deadline
- Fulfill specific tasks as requested and by the deadline specified or let the chair know if the deadline cannot be met

Advisory Group Activities

- Assess existing organizational and community resources for HIV prevention, such as fiscal resources, personnel competency levels, program development and implementation, HIV/AIDS epidemiologic data, and support from
public and private sources, to identify gaps and barriers for providing services to at-risk populations and communities in Florida

- Identify HIV prevention needs not addressed within defined target populations
- Identify barriers for providing HIV prevention services within defined target group
- Identify and share best practices surrounding strategies for HIV testing, linkage to care, interventions and community mobilization
- Provide guidance on cultural competency issues
- Assist Florida’s HIV Prevention Planning Group (PPG) with HIV planning task, as required
- Provide routine updates to the PPG regarding workgroup activities and progress