



Quick Reference Handout 9.4: Roles and Tasks for PC/PB Leaders and Staff

Preparation for Committee Meetings

Planning Council/Planning Body Chair/Co-Chairs/Vice Chairs

- Be sure Committee Chairs/Co-Chairs are aware of tasks, deadlines, and expected recommendations to the Executive Committee (If PC/PB has Co-Chairs, often they each work with half the committees¹)

Committee Chairs/Co-Chairs/Vice Chairs

- Be sure the Committee has an up-to-date annual work plan and that meeting agendas address key tasks and deadlines
- Prepare for meetings with PCS Staff at least 7-10 days before the meeting
- Work with assigned Staff member to develop an agenda and agree on needed materials
- Work with staff to obtain or prepare materials
- Communicate with Co-Chair/Staff if unable to attend and chair the Committee

PC/PB Support Staff

- Handle logistics for Committee meetings— send out notices at least one week before the meeting, post meeting schedule on website, arrange meeting locations, arrange food for meetings at mealtimes, arrange for interpretation if needed
- Request and receive RSVPs from Committee members (should be received at least 48 hours before the meeting)
- Work with Committee Co-Chairs to prepare an agenda with action items (contact Co-Chairs at least one week before the meeting; earlier as necessary based on sunshine/open meeting requirements)
- Work with Co-Chairs on preparation of materials
- E-mail materials to members at least 48 hours before meeting (agenda, prior meeting minutes, materials needed for discussion and decision making)
- Set up conference call if necessary, and send out call-in number
- Check with Co-Chairs 24 hours ahead to review arrangements and attendance

¹ Often, one of the Planning Council/Planning Body Co-Chairs is a Community Co-Chair, a consumer or other PLWH. If that is the case, the Community Co-Chair usually takes the lead on all community involvement-related activities and committees.

Committee Meetings

Planning Council/Planning Body Chair/Co-Chairs/Vice Chairs

- Where possible, attend meetings of assigned committees, serving as an ex officio, non-voting member
- Offer advice and assistance as needed

Committee Chairs/Co-Chairs/Vice Chairs

- Chair meeting
- Ensure that Committee discusses and votes on action items that need to be recommended to the Executive Committee and full PC/PB
- Make sure discussion and decision-making follow Bylaws and policies & procedures
- Provide all Committee members an equal voice in discussion and decision making, with special attention to consumer members
- Arrange with Staff for orientation and training for new Committee members
- Identify member training needs and work with other members and Staff to meet those needs

PC/PB Support Staff

- Handle logistics at meetings
- Take attendance, documenting excused and unexcused absences
- Take minutes
- Staff Committee meeting, providing other support as needed

Committee Meeting Follow Up

Planning Council/Planning Body Chair/Co-Chairs/Vice Chairs

- If Co-Chair did not attend the Committee meeting, follow up with a Committee Co-Chair for an update and identify issues that will be coming to the Executive Committee

Committee Chairs/Co-Chairs/Vice Chairs

- Review minutes
- Identify issues and activities that need to be addressed at the next Committee meeting and needed preparations
- Communicate with Staff about needed follow up, including recommendations/materials to go to Executive Committee and full PC/PB

PC/PB Support Staff

- Prepare minutes and provide to Committee Co-Chairs for review

Preparation for Executive Committee Meetings

Planning Council/Planning Body Chair/Co-Chairs/Vice Chairs

- Work with Staff on agenda and review action items from committees
- Work with Staff to ensure appropriate materials are available

Committee Chairs/Co-Chairs/Vice Chairs

- Work with Staff to ensure that Committee materials needed for the Executive Committee are prepared/revised
- Prepare Committee report to PC/PB (oral/written)
- Inform Staff if unable to attend Executive Committee meeting and arrange for someone else to make the Committee report

PC/PB Support Staff

- Handle logisticS—send out notices at least one week before the meeting; arrange audio-visual technology and food if meeting is held during mealtime
- Arrange for interpretation if needed
- Request and receive RSVPs from Executive Committee members (should be received at least 48 hours before the meeting)
- Work with whoever chaired each Committee meeting to finalize their materials needed for Executive Committee review and action
- Work with Co-Chairs on meeting agenda and action items
- E-mail materials to members at least 48 hours before meeting (agenda, prior meeting minutes, committee reports/action items, and other content information needed for deliberations and decision making)
- Set up conference call if necessary and send out dial-in number
- Check with Co-Chairs 24 hours ahead to review arrangements and RSVPs
- Provide Executive Committee Chair an attendance list for upcoming meeting, including Recipient staff participation

Executive Committee Meetings

Planning Council/Planning Body Chair/Co-Chairs/Vice Chairs

- Chair meeting
- Provide leadership and advice as needed
- Ensure that action items for the full PC/PB are reviewed, approved and sent forward, or returned to the Committee for additional work
- Address any issues of committee coordination
- Identify and discuss any issues that may arise at the PC/PB meeting
- Agree on main agenda items for PC/PB meeting
- Identify upcoming events or key tasks that need Executive Committee input

Committee Chairs/Co-Chairs/Vice Chairs

- Make Committee report, present action items, and ask that Committee recommendations be approved by the Executive Committee for action by the PC/PB
- If Executive Committee requests further work from the Committee, document the request for presentation to the Committee

PC/PB Support Staff

- Handle logistics at meetings
- Staff meeting
- Make PCS Staff report
- Take minutes

Preparation for PC/PB Meetings

Planning Council/Planning Body Chair/Co-Chairs/ Vice Chairs

- Work with Staff on agenda and review action items from Executive Committee
- Communicate with Staff about issues and possible concerns and make needed preparations to address them

Committee Chairs/Co-Chairs/Vice Chairs

- Revise/refine Committee report and action item presentation as needed, based on Executive Committee discussion/action
- Work with Staff on revisions as needed to written materials for PC/PB review
- If unable to attend the PC/PB meeting, inform Staff as soon as this is known

PC/PB Support Staff

- Handle logistics—send out notices at least one week before PC meeting, arrange audio-visual technology and food, and arrange for interpretation as needed
- Send out meeting announcement and agenda as required by state/local sunshine/open meeting law
- Prepare Executive Committee minutes and provide to Co-Chairs for review
- Request and receive RSVPs from PC/PB members (should be received at least 48 hours before the meeting)
- Work with Co-Chairs to finalize committee materials needed for PC/PB review and action
- Work with Co-Chairs on meeting agenda and action items
- E-mail materials to members 3-5 days before meeting (agenda, prior meeting minutes, Executive Committee minutes, committee reports/action items, and other information needed for deliberations and decision making)
- Set up conference call if necessary, and send out call-in number
- Check with Co-Chairs 24 hours ahead to review arrangements and RSVPs
- Provide Co-Chairs list of excused absences for upcoming meeting

PC/PB Meetings

Planning Council/Planning Body Chair/Co-Chairs/ Vice Chairs

- Chair meeting
- Provide leadership and advice as needed
- Ensure that PC/PB's Bylaws and policies and procedures are followed
- Manage public comments period
- Encourage equal participation in discussion and decision making by all members, with special attention to newer members and consumers
- Enforce Code of Conduct to ensure respectful interaction

Committee Chairs/ Co-Chairs/Vice Chairs

- Make Committee report and present action items brought forward from the Executive Committee
- Identify/record any assignments made to the Committee during the meeting

PC/PB Support Staff

- Handle logistics at meetings
- Staff meeting
- Make PCS Staff report
- Take minutes

Follow Up to PC/PB Meetings

Planning Council/Planning Body Chair/Co-Chairs/ Vice Chairs

- Work with Staff to ensure appropriate follow up on actions taken or tasks referred to committees
- Hold meetings on behalf of the PC/PB as needed

Committee Chairs/ Co-Chairs/Vice Chairs

- Clarify any assignments to the Committee, as needed

PC/PB Support Staff

- Prepare minutes
- Provide minutes to Co-Chairs for review
- Follow up with Committee Co-Chairs regarding new assignments from the PC/PB
- Forward information and materials to the Recipient based on PC/PB decisions

Membership

Planning Council/Planning Body Chair/Co-Chairs/Vice Chairs

- Where possible, attend and participate in new member orientation for those committees for which each Co-Chair is responsible
- Work with Membership Committee to follow up with/re-engage members who are not meeting attendance requirements

Committee Chairs/Co-Chairs/Vice Chairs

- Identify Committee membership needs and communicate them to Staff and Co-Chairs
- Recruit non-PC/PB members for Committee with help from Membership Committee
- Ensure that new Committee members receive a personal orientation to Committee purposes, responsibilities and operations
- Play a lead role in this orientation
- Be available to new members for advice, and/or pair a veteran Committee member with each new member for support

PC/PB Support Staff

- Work with Membership Committee to ensure prompt orientation of new members
- Work with Committee Co-Chairs to ensure that new committee members receive a committee orientation
- Work with Co-Chairs and the responsible committee to schedule and manage PC/PB training

Other Roles and Tasks

Planning Council/Planning Body Chair/Co-Chairs/Vice Chairs

- Serve as spokesperson for the PC/PB with external entities
- Monitor progress on the PC/PB's annual work plan and work with committees and PCS Staff to ensure that products are completed and deadlines met
- Identify and take leadership in providing a positive environment and sense of teamwork
- Guide the work of the PCS manager on behalf of the PC/PB
- Help maintain a positive relationship between the PC/PB and Recipient

Committee Chairs/Co-Chairs/Vice Chairs

- Ensure that Committee prepares, updates, and completes its annual work plan

PC/PB Support Staff

- Ensure that all communications related to committee leadership activities go by e-mail to both the PC/PB Co-Chairs and the Committee Co-Chairs
- Maintain committee records
- Provide advice and support to Committee Co-Chairs
- Serve as liaison between the PC/PB and recipient
- Help maintain a positive, mutually respectful, and collaborative relationship with the Recipient