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Objectives

▪ To understand and be able to explain the purposes and use of bylaws, particularly relating to organizational structure and governance.

▪ To be familiar with planning body policies and procedures and how they are amended and implemented.

▪ To understand a typical committee structure in CARE Act planning bodies and how work moves through it.

▪ To be able to identify the planning body’s various committees and define their purpose and duties.
PLANNING BODY ORGANIZATIONAL STRUCTURE

- Memberships and Nominations Committee
- Quality Improvement & Strategic Planning (QISP) Committee
- Priorities, Allocations, and Procedures (PAP) Committee
- Community Access Committee
- Executive Committee
- The Planning Council
MEMBERSHIPS AND NOMINATIONS

• The Memberships and Nominations Committee meets once a month on the third Thursday of every month at 3 P.M.

▪ **Roles of the Committee**
  ▪ Assist with membership recruitment campaign.
  ▪ Manage membership application process.
  ▪ Analyze Planning Council membership for federal reflectiveness mandate.
  ▪ New Planning Council membership training.
QUALITY IMPROVEMENT & STRATEGIC PLANNING (QISP)

• The QISP Committee meets once a month on the third Thursday of every month at 4 P.M.

▪ **Roles of the Committee**
  ▪ Define needs assessment.
  ▪ Update Service Category definitions & refine Standards of Care (SOC).
  ▪ Review National HIV/AIDS Strategy (NHAS) and Norfolk TGA performance.
  ▪ Determine specific Plan-Do-Study-Act (PDSA) initiatives and review results.
  ▪ Determine focus of SOC/Performance Measure site visits.
PRIORITIES, ALLOCATIONS, AND PROCEDURES (PAP)

- The PAP Committee meets once a month on the last Thursday of every month at 2 P.M.

Roles of the Committee

- Review expenditures by service category.
- Review reallocation requests from grantee.
- Compile carry-over request supporting documentation.
- Identify data sets/needs for PSRA and coordinate with other committees to facilitate the exchange of information.
- Determine priorities, allocations, and directives for upcoming year grant application.
- Review assessment of the administrative mechanism tool.
- By-law and MOU review and update.
COMMUNITY ACCESS

• The Community Access Committee meets once a month on the third Wednesday of every month at 6 P.M.

▪ Roles of the Committee
  ▪ Assist the Council in providing a culturally sensitive service environment;
  ▪ Emphasis on educating underserved and hard to reach populations;
  ▪ Identifies and creates liaisons with the underserved and hard to reach communities;
  ▪ Conducts community forums for HIV infected and affected individuals;
  ▪ Conducts special assessments to identify needs, barriers, and gaps in services
The Executive Committee meets once a month on the final Thursday of every month at 3 P.M.

**Members of the Committee**
- Membership of the Executive Committee is comprised of the Chairs and Co-Chairs of each of the other Committees

**Roles of the Committee**
- Review assessment of the administrative mechanism tool.
- Provide membership training.
**PLANNING COUNCIL**

- The Planning Council meets once a month on the final Thursday of every month at 5 P.M.

- **Roles of the Council**
  - Determine demographics of the HIV/AIDS population in the region.
  - Conducts needs assessment of those in need of the services to ascertain what their basic needs are, what barriers to care they might experience, and what their unmet needs may be.
  - Prioritize those needs and allocate the funds for services to meet those needs.
Each Planning Council must have written rules, called bylaws, which explain how the Planning Council operates. Bylaws must be clear and exact. They should include at least the following:

- Mission and Objectives of the Planning Council
- Member terms and how members are selected (open nominations process)
- Duties of members
- Officers and their duties
- How meetings are announced and run, including how decisions are made
- What committees the Planning Council has and how they operate
- Policies and procedures for handling conflicts of interest
- Grievance procedures
- Code of Conduct for members
- How the bylaws can be amended
Greater Hampton Roads HIV Health Services Planning Council
May 2017 Training
Presented by:

http://www.ghrplanningcouncil.org