



Commitment Guidelines for the Denver HIV Resources Planning Council (DHRPC)

DHRPC members are responsible for reviewing information about the needs of people living with HIV and the health care service delivery system in Denver and surrounding areas. The group prioritizes services to meet people's needs and allocates resources to those services. Serving as a Planning Council member is a rewarding experience and asks that members dedicate their time to attending meetings and fully engaging in the process. DHRPC members are not paid for their services. Please be aware that a typical month requires 8.25 hours (including travel time) of time commitment. Members are appointed to three-year terms by the Mayor of the City and County of Denver. Compensation for travel expenses are available, including bus tickets and cab vouchers, and free parking during meetings.

Council members expectations:

- Complete an on-line new member orientation. The details of this can be found at: <http://dhrpc.org/default/index.cfm/planning-council/online-training-main/>
- Actively participate in monthly DHRPC meetings on the **first Thursday** of the month from **5 - 7:15pm**.
- Serve on one committee, either in person or by conference call (**2 hours each month**). Committees are offered during the day and in the evening. Committees are:
 - Contingency Workgroup
 - Evaluation and Assessment Committee
 - Leadership Committee
 - Membership Development Committee
 - Metro Denver HIV Services Coalition
 - Priorities Workgroup
 - Quality Committee
- Attend the Annual Retreat (**7 hours**), a Data Training (**2 hours**), and the Priority Setting and Resource Allocation Meetings (**8 hours each**)
- Disclose potential conflicts of interest (employment, board position, and/or contractor of a Part A funded agency) when making decisions.
- Review the DHRPC and committee materials and come prepared to meetings.

Voting Rights: The DHRPC relies on a voting process for decision-making. New members are eligible to vote after completing the online training. Voting is a valuable way to contribute as a DHRPC member. An accumulation of absences from meetings will result in loss of voting rights and may lead to removal from the Council.