



CARE Council Committees

Purpose of Committees:

Committees are appointed or elected for specific purposes. They should have defined assignments to complete within a specified time.

Committees work in various ways: as a full body, in smaller groups or sub-committees, or through individuals. During committee meetings, the members work and plan collectively. Specific tasks, however, may be assigned to individuals or teams, during or between meetings.

Types of Committees:

Standing Committees and **Program Support Committees** have permanent or ongoing functions. The CARE Council **Standing Committees** include:

- A. Community Awareness Committee
- B. Executive Committee
- C. Local Pharmaceutical Assistance Program
- D. Membership Committee
- E. Quality Management & Evaluation Committee
- F. Planning Committee
- G. Priorities and Allocations Committee
- H. LGBTQ Health Equity Committee

The CARE Council's Ad hoc Committees may include, but are not limited to:

- A. Bylaws Ad hoc Committee
- B. Grievance Ad hoc Committee

Community Awareness

- Conducts outreach to HIV/AIDS service consumers
- Informal liaison to bring consumer issues to CARE Council
- Identifies ways to reach people living with HIV/AIDS and communities served
- Shares ideas for engaging people living with HIV/AIDS in CARE Council work

Executive

- Limited to CARE Council Executive members: Includes the Chair, Vice Chair, Treasurer, Secretary, and Chair of each standing committee
- Oversees the grant application process and implementation of policy or actions established by the CARE Council

Local Pharmaceutical Assistance Program

- Works to ensure people living with HIV/AIDS receive necessary medication
- Compiles a list of covered medications (formulary)
Ensures the system of care meets local and federal standards

Membership

- Limited to CARE Council members
- Identifies and recruits members for the CARE Council and committees
- Trains new and existing members
- Ensures CARE Council members reflect the HIV/AIDS epidemic in Palm Beach County

Quality Management & Evaluation Committee

- Ensures HIV funded agencies comply with standards of care established by the CARE Council
- Establishes Standards of Care for RW Part A service categories
- Assists with other QM functions as needed

Planning

- Develops major planning activities of the CARE Council
- Works with other planning/funding entities in PBC to ensure inclusion of all needed and available resources
- Develops a county-wide Needs Assessment
- Contributes to the Integrated Planning process for PBC
- Develops and implements evaluation tools and programs

Priorities and Allocation

- Uses data to establish a list of services to enhance the medical condition and improve quality of life for people living with HIV/AIDS
- Prioritizes services and appropriately allocates funding

LGBTQ Health Equity Committee

- Creating a platform where individuals are able to lend a significant voice to the issues, barriers and gaps in prevention, medical care and treatment, and biomedical intervention.
- Conducting community outreach and improved engagement in the LGBTQ community.
- Identifying barriers to linkages to care, treatment, and other social services to LGBTQ individuals infected/affected by HIV/AIDS.
- Working with the Planning Committee on development of the CARE Council's Integrated Plan

Ad hoc committees

- Are formed when a specific need arises, and disbanded when the work is completed.

The CARE Council's **Ad hoc** Committee's include, but are not limited to

- A. Bylaws Ad hoc Committee
- B. Grievance Ad hoc Committee