

MEMBERSHIP COMMITTEE NARRATIVE

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Edited and approved by the Membership Committee

It is the mission of the membership committee to work within the Community Planning Group (CPG) to address the needs for representation, retention, and functioning within the community planning process. This committee also assures community input and access to the community planning process by maintaining parity, inclusion, and representation (PIR) as defined in the Centers for Disease Control and Prevention (CDC) Guidance for Community Planning Groups.

Recruitment and Selection

The membership committee makes great strides to recruit members that accurately reflect the epidemic of HIV/AIDS in Indiana. Applications are accepted throughout the year with new members selected on an annual basis. The membership committee works closely with the Indiana State Department of Health's HIV Epidemiologist to review the data and get a clear depiction of the epidemic for that particular year in order to determine the representation gaps and needs. The committee then carefully reviews current applications and recommends members that satisfy the existing vacancies. This process allows for the continuation of CPG functioning, and ensures new perspectives from various viewpoints.

In 2011, the executive/budget committee agreed to set aside funds for marketing to assist in the recruitment of potential CPG members. The committee is currently focusing on the recruitment of individuals from currently unrepresented geographic regions of the state as well as individuals aged from 13 to 24 years old, Hispanic Men who have Sex with Men (MSM), and persons aged 50 and older.

Orientation, Participation, and Inclusion

Orientation

In 2010, the membership committee worked closely with the Academy for Educational Development (AED) in developing a comprehensive orientation process for the Indiana CPG. To ensure that new members are clear on what is expected of them in their role on the Indiana CPG, their memberships are dependent on attending the two-day orientation that is held in January of each year. Each member is educated on the history of the CPG, his/her roles as a member, the roles of the department of health, CDC, and the shared responsibilities of each. Each new member is also presented with and educated on the Charter by-laws that the Indiana CPG has set along with policies and procedures that include, but are not limited to attendance and participation expectations.

Participation

It is the charge of the membership committee to ensure that each member is fulfilling his/her attendance obligation with regards to the full-body CPG meetings. These expectations and guidelines are clearly defined in the both the Charter by-laws and the policies and procedures given to each member at orientation. Ensuring active and continued participation allows the Indiana CPG to function with its original intent, making certain all tasks are being performed and that the board is in compliance with CDC's expectations.

Inclusion

Ensuring meaningful involvement of its members is crucial to the CPG process. To guarantee inclusion, the membership committee works to remove any and all barriers that may prevent a member from actively participating in the CPG process. The membership committee has worked diligently to identify any potential challenges to participation and create policies to address those, such as child care, travel, meal reimbursement and paid lodging.

Becoming a Member

Anyone interested in becoming a member should contact the Community Planning Group Liaison at 317-233-7483 at the Indiana State Department of Health.