

CAEAR Coalition Representation

CAEAR COALITION REPRESENTATIVE JOB DESCRIPTION

The Position

CAEAR (Communities Advocating Emergency AIDS Relief) Coalition Representation will be provided by a primary representative and a minimum of two alternate representatives. CAEAR Coalition Representatives are elected for a renewable 2-year term. Ryan White funds will not be used for CAEAR Coalition representation.

Qualifications

1. Active member of the Council in good standing. CAEAR Coalition Representation will always include the demographic characteristics of a PLWH consumer of services.
2. Commitment to become knowledgeable about Ryan White requirements and processes, Planning Council By-laws, and Planning Council policies and procedures.
3. Understand and have an interest in the CAEAR Coalition Representative's roles and responsibilities, including the relationship with the Council, and the Grantee.
4. Able to interact effectively with public policy makers and other associated stakeholders.
5. Demonstrates sensitivity to the needs and requirements of communities that are affected by the HIV/AIDS epidemic in the San Francisco, San Mateo, and Marin Counties - the San Francisco Eligible Metropolitan Area (EMA).
6. Strong familiarity with legislative processes and the current political landscape.
7. Strong communication skills, including a willingness to speak in front of committees, encourage and motivate others, exercise diplomacy and tact, and a willingness to delegate responsibilities. Experience with group facilitation and Robert's Rules of Order preferred, but not required.
8. Demonstrates problem-solving and decision-making skills.
9. Demonstrates ability to listen, hear and represent diverse points of view of Council members.

Responsibilities

1. A CAEAR Coalition Representative will represent the HCPC at all business meetings of the CAEAR Coalition and participate in the Coalition's advocacy days, given available non Ryan White funding for membership dues and travel expenses.
2. The CAEAR Coalition Representative will advocate for relevant funding, public policies and other associated issues.
3. The CAEAR Coalition Representative will regularly brief the Council with updates from Coalition meetings and will inform the Council of relevant issues regarding Ryan White in a timely manner.
4. The CAEAR Coalition Representative will participate in the CAEAR Coalition PLWHA Caucus monthly calls.
5. The primary CAEAR Coalition Representative will keep alternate representatives up to date on all CAEAR related activities.
6. Other duties and activities as required.