



Applicant: “Jane Smith”
Vacancy: Partnership Member

Membership Interview Script

Introduction

Thank you for your application to the Miami-Dade HIV/AIDS Partnership. The Partnership is the official Ryan White Program advisory board in Miami-Dade County.

Partnership members make decisions about Ryan White Program funding, conduct activities around prevention and care planning, and educate the community about a broad variety of topics relevant to people with HIV and service providers.

Partnership members are appointed by the Mayor of Miami-Dade County based on a recommendation from this committee, the Community Coalition Roundtable.

Partnership meetings are generally held the third Monday of each month. By joining the Partnership, you are expected to attend those monthly meetings.

You are also expected to select a committee and attend your monthly committee meeting.

With travel, preparation time, and meeting time, this is a commitment of about 6 hours each month.

1. How do you feel about the time and effort commitment needed to be a Partnership member?

A. Required Training

After appointment to the Partnership, there are required training courses to take within three months of when your membership starts, as shown on your Reference Sheet. *If you’ve already taken any of the training courses within the past 6 years, you do not have to take them again.*

2. Are you willing to take these three training courses within the first three months of appointment to the Partnership?

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B. Partnership Committees

The Partnership has 5 standing committees and one subcommittee, as shown on your Reference Sheet.

All committees have vacancies right now. We suggest you attend some meetings to meet members and get a better idea of the committees’ activities.

3. Are you already a member of a committee?

4. Have you attended any committee meetings?

5. Do you know which committee you’d like to join?

C. Ryan White Program Providers

The Partnership and each committee can have no more than one representative from each Ryan White Program provider. (There are some exceptions which staff can explain, if needed).

Providers are listed on your Reference Sheet.

6. Do you work for a Ryan White Program provider or are you a board member or volunteer with a Ryan White Program provider?

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D. Populations

Partnership members are expected to have lived experience, expertise, or interest with a broad range of populations, including those shown on your Reference Sheet.

- 7. Can you tell us a little about the different populations you identify with, work with, or have an interest in?**

E. Areas of Expertise and Interest

Partnership members bring a variety of lived experience and professional experience to the board, including areas listed on your Reference Sheet.

- 8. Can you tell us about some of your areas of lived experience or expertise?**

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Wrap Up

As we mentioned, the work of the Partnership and committees is done in meetings. Each month you’ll be asked to respond to meeting notices and to review documents in advance of meetings. Most communication is through email and documents for review are posted online.

- 9. Do you have access to email? (If not, can staff contact you by text?)**

- 10. Can you commit to responding to meeting notices and requests to “RSVP”?**

- 11. Do you have access to the internet?**

- 12. Are you familiar with the Partnership’s website, www.aidsnet.org?**

- 13. Can you commit to reviewing meeting documents posted to the internet?**

Next Steps

- 14. Do you have any questions about membership or the Partnership?**

Thank you. We’re going to take a few minutes to complete a score sheet. If the scores are in favor, we’ll have a vote which will be presented to the Partnership at their next meeting. Please plan to attend that meeting to introduce yourself to the board members.

And please see staff after tonight’s meeting to sign the required application documents and get a calendar of meetings.

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Score Sheet

Your Name

Score	Recommendation
<i>Enter score here</i>	<p>5 points: I highly recommend this applicant to the Partnership</p> <p>4 points: I recommend this applicant to the Partnership</p> <p>3 points: I cannot decide on a recommendation for this applicant</p> <p>2 points: I do not recommend this applicant to the Partnership</p> <p>1 points: I strongly do not recommend this applicant to the Partnership</p>

Comments <i>(optional)</i>
<p style="font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">DRAFT</p>

Applicant Reference Sheet

A. Required Training

- Partnership New Member Orientation and Training
 - Miami-Dade County Advisory Board Member Ethics Training
 - Miami-Dade County Mandatory Advisory Board Sexual Harassment Prevention Training
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B. Partnership Committees

- Community Coalition Roundtable
 - Housing Committee
 - Prevention Committee
 - Strategic Planning Committee
 - Care and Treatment Committee
 - Medical Care Subcommittee
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C. Ryan White Program Providers

- AIDS Healthcare Foundation (AHF)
 - Better Way of Miami
 - Borinquen Health Care Center
 - CAN Community Health
 - Care 4 U Community Health Center
 - Care Resource & Food for Life Network
 - Citrus Health Network
 - Community Health of South FL (CHI)
 - Empower U Community Health Center
 - Jessie Trice Community Health System
 - Latinos Salud
 - Legal Services of Greater Miami
 - Miami Beach Community Health Center
 - Miami Beach Community Health Center/St. Luke's Addiction Recovery Center
 - New Hope C.O.R.P.S.
 - Public Health Trust/Jackson Health System (all clinics)
 - University of Miami
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D. Populations

- Black/African-American men, women or transgender
 - Hispanic men, women or transgender
 - Transgender or transsexual people
 - Men who have sex with men (MSM)
 - People over 50 years old with HIV
 - People experiencing homelessness
 - People who are undocumented
 - Commercial sex workers
 - People using or in substance use recovery
 - Youth or teens
 - Other
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E. Areas of Expertise and Interest

- Communication, including social media
 - Financial resource allocations/budgeting
 - Healthcare planning
 - Leadership/management
 - Medical care and treatment
 - Member recruitment
 - PrEP and HIV prevention
 - Quality management/quality improvement
 - Social services (mental health, substance use and recovery, etc.)
 - Other
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