

Recommendations for Membership & Training Committee  
10/20/2017

1. Communication:
  - a. Not using acronyms only- must also spell it out
  - b. Visuals:
    - i. Clear visuals: presentations must be visible to all members when projected (i.e. numbers, data)
    - ii. Explanation about what this visual represents
    - iii. Make connections: Connect visuals to data or presentations (like how Jared Shenk presents makes it understandable/people get it)
  - c. Robert's Rules of Order: how do we train new members in Robert's Rules of Order? Practice and learn how to use it (with lunch)/mock training. Structured training. Include reason why we use Robert's Rules of Order. Ongoing training for all co-chairs; council co-chairs debrief with council parliamentarian after each council meeting.
2. Training:
  - a. Training on Communication Styles
    - i. Cultural competency, diversity: Sharlonda suggests Dr. Maura Cullen
    - ii. Jane Elliot
    - iii. Active listening skills: not everyone communicates the same way
  - b. Intercultural Intelligence (around the capacity to interact with diverse people)
3. Equity:
  - a. Use Robert's Rules equitably to make sure everyone is heard at the table and everyone is given a chance to speak before someone speaks twice
    - i. Avoid making it a barrier for communication
    - ii. Chairs control the room by asking members to raise their hand and get called on by the chair prior to speaking / non-facilitating co-chairs keep track of order
  - b. Council is reflective of what HIV looks like in our 13-county metro area
    - i. Exceed 33% minimum of unaligned consumer membership
  - c. Use community based participatory model; definition: a partnership approach with equitable involvement from community members. The process in which all partners contribute expertise and shared decision making and ownership.
    - i. Use terminology that emphasizes this in literature and materials.
    - ii. Recognize positionality
4. Exit interview or survey: peer driven with staff assistance
  - a. Must be timely
5. Buddy system or mentorship with new members
  - a. Find council members who are willing to take on the commitment
  - b. Provide guidelines to mentor/buddy
    - i. Regular and ongoing check-in with new member
    - ii. If new member is thinking about leaving or preparing to leave let the committee know
  - c. Implement feedback received from new member
6. Include council meeting schedule with application
7. Include council/community members in next website review
8. Membership and Training and Disparities Elimination Committee work together to create a process map for council and community member recruitment