



## Florida Department of Health Florida Men's Health Workgroup (FMHW)

**Purpose:** The primary function of the Florida Men's Health Workgroup (FMHW) is to provide community member input into the development and implementation of Florida Department of Health (FDOH), Florida Comprehensive Planning Network (FCPN), and/or statewide workgroup projects and initiatives to ensure they meet community needs.

**Reflective:** The FMHW membership shall include representatives, regardless of gender or race, who are actively involved in their communities in efforts impacting gay, bisexual, and other men who have sex with men (MSM).

### **Primary Functions:**

- Provide community member input into the development and implementation of FDOH and FCPN projects and initiatives to ensure they meet community needs.
- Support meaningful community engagement from gay, bisexual, and other MSM.
- Ensure methods used by FDOH and FCPN to recruit gay, bisexual, and other MSM are culturally competent and respectful.
- Review and provide input on FDOH and FCPN data collection instruments, operational considerations, and barriers to participation.
- Advise FDOH and FCPN about the community's perception and expectations of HIV service delivery.
- Participate in the production of information about HIV to promote community engagement.

**Interdependencies:** The work of FMHW shall be coordinated through the FDOH HIV/AIDS Section. FMHW shall work in concert with the Planning and Performance Management, Communications and Health Equity, Patient Care, Surveillance, and Prevention programs. FMHW shall also provide meaningful input into FCPN and other workgroups affiliated with FDOH.

### **Activities:**

- Actively conduct and/or participate in at least one local outreach or community-based activity per quarter and distribute FDOH promotional items. Share activity outcomes during FMHW meetings.
- Work with the HIV/AIDS Section to ensure that information about all projects, programs, and activities reflect the FMHW mission and the changing needs of gay, bisexual, and other MSM in the state of Florida.
- Promote educational workshops to empower all gay, bisexual, and other MSM.
- Increase awareness and promote community understanding of HIV.
- Participate in community events and/or conduct outreach presentations, including but not limited to:
  - Promoting Treatment as Prevention, Undetectable=Untransmittable, pre-exposure prophylaxis, and medication adherence.
  - Promoting speakers' guilds and/or symposiums.
  - Participating in HIV awareness events, AIDS walks, fundraising events, ethnic festivals, and other opportunities to make FMHW and its role and purpose known within the community.
- Assist in identifying regional, county, and local resources to support FMHW functions and activities.

### **Appointment, Terms of Office, and Membership Roles:**

The FMHW membership shall comprise no fewer than 15 and no more than 25 members representing all designated HIV service areas and secondary populations. To maintain active status, all FMHW members are required to attend all meetings, unless excused by a co-chair, a facilitator, or the FDOH liaison.

### Appointment of Members:

After successful completion of the application process, all members shall be appointed by the HIV/AIDS Section administrator. The Section administrator will be informed of vacancy for appointment. Appointments



## Florida Department of Health Florida Men's Health Workgroup (FMHW)

are for a 3-year commitment and are reviewed for renewal at the end of each term.

### Role of Co-Chairs:

To meet the needs of FMHW, two co-chairs will be appointed. Appointments are for a two-year commitment and are reviewed for renewal at the end of each term. No co-chair may serve more than two consecutive terms.

FMHW co-chairs will:

- Provide operational advice and recommendations.
- Serve as member liaisons and provide support in their outreach planning efforts, as needed.
- Develop meeting agendas and provide agenda items/topics to the FMHW facilitator and HIV/AIDS Section at least three days prior to the next scheduled meeting.
- Contribute to meeting facilitation.
- Provide updates in reference to projects, documentation needs, and areas of support.
- Foster positive communication between the community, FDOH, and FCPN.
- Serve as FMHW representatives to the FCPN.

### **Meeting Schedule and Quorum:**

Regular meetings shall be determined during the first meeting of the calendar year. Quorum consists of 50 percent plus one.

### **Code of Conduct:**

In order to promote and maintain civility and the effectiveness of FMHW, it is essential that not only roles and responsibilities be fair and clear but that all members, including FDOH and guests (voting, general), be held accountable to a fair and clear code of conduct.

### **Role of Facilitator:**

The FMHW facilitator shall be designated by the HIV/AIDS Section. The FMHW facilitator's responsibilities include:

- Assist with in-person and virtual meeting logistics, including:
  - Securing meeting rooms (physical and/or virtual).
  - Recording, maintaining, and distributing minutes of each meeting.
  - Determining quorum at meetings.
- Assist with the creation of the annual workplan and the development of the smart objectives.
- Review and compile nominations of FMHW members and submit to FDOH liaison for review and appointment.
- Document requests from workgroup members and share with the FDOH liaison for review.

### **Role of FDOH Liaison:**

- Route FMHW member nominations from facilitator to HIV/AIDS Section administrator for approval.
- Promote the collaboration of FMHW with other sections of the Bureau of Communicable Diseases to enhance the benefits of input and involvement of gay, bisexual, and other MSM.
- Be the liaison for collaborating with other states who are actively conducting peer programs and gay men's workgroups to obtain information that may be beneficial for our programs to include training opportunities.
- Be aware of meeting opportunities when collaborating with other Bureau sections and coordinate FMHW attendance to meetings that may relate to or provide opportunities for FMHW business and education.
- Prior to scheduled meetings, review and approve meeting agenda topics.
- Following scheduled meetings and prior to distribution to workgroup members, review and approve



**Florida Department of Health  
Florida Men's Health Workgroup (FMHW)**

meeting notes along with action items.

- Share the current membership list with both MACs and HAPCs.
- Collect documented requests from workgroup members and submit to the appropriate HIV/AIDS Section staff.