



Florida Men's Health Workgroup (FMHW) Roles and Responsibilities

Roles and responsibilities of FMHW members include:

1. Operations and Implementation

- Participate in all FMHW meetings in person or by conference call and, if unable to attend, notify the FMHW co-chairs, FMHW facilitator, and/or FMHW Florida Department of Health (FDOH) liaison.
 - Suggest agenda items, presentations, and speakers to the co-chairs.
 - Provide recommendations to ensure that HIV/AIDS Section priorities reflect the needs of Floridians and especially gay, bisexual, and other men who have sex with men (MSM).
- Share relevant information with your area and bring information to the FMHW from your community using the Area Reporting Form.
- Actively participate in **at least one** local or statewide HIV prevention or patient care planning group.

2. Needs Assessment and Community Input

- Contribute to the promotion of needs assessments within your community as needed.
- Provide input regarding development of the needs assessment process as required.
- Take part in local prevention planning efforts and interventions.

3. Public Relations/Outreach

FMHW visibility contributes to the dispelling of myths and misconceptions about gay and bisexual men and those who are living with HIV. Therefore, FMHW members must have visibility within the communities they represent.

- 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 reflects the FMHW mission and the evolving 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 related topics.
- Participate in community events and/or conduct outreach presentations in your region/area, including but not limited to:
 - Promoting Treatment as Prevention, Undetectable=Untransmittable (U=U), 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.

4. Code of Conduct

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

All FMHW members shall:

- Demonstrate respect for fellow members during FMHW meetings.
- Respect the opinions of others, even if they disagree, and engage in open and productive discussions.



Florida Men's Health Workgroup (FGMW) Roles and Responsibilities

- Arrive on time for meetings and stay until the conclusion of meetings.
- Take on and complete their fair share of the FMHW work, as necessary.
- Conduct themselves in full accordance with established travel guidelines.
- Attend meetings fully prepared to participate in FMHW business.
- Display appropriate behaviors and actions. Any inappropriate behaviors or actions may result in removal proceedings.

With my signature, I indicate that I understand and support the mission and the roles and responsibilities as a member of the Florida Men's Health Workgroup.

Member Signature

Date

Roles and responsibilities of FDOH liaison(s) include:

1. Route FMHW member nominations from facilitator to HIV/AIDS Section administrator for approval.
2. 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.
3. 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.
4. Be aware of meeting opportunities when collaborating with other Bureaus sections. Be responsible for coordinating meetings that may provide an opportunity for FMHW business and education.
5. Prior to scheduled meetings, review and approve meeting agenda topics.
6. Following scheduled meetings and prior to distribution to workgroup members, review and approve meeting notes along with action items.
7. Collect documented requests from workgroup members and submit to the appropriate HIV/AIDS Section staff.

Roles and responsibilities of FMHW facilitator include:

1. 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.
2. Assist with the creation of the annual workplan and the development of the smart objectives.
3. Review and compile nominations of FMHW members and submit to FDOH liaison for review and appointment.
4. Document requests from workgroup members and share with the FDOH liaison for review.