Guidelines for the Community Advisory Board of
The Center for Interdisciplinary Research on AIDS at Yale University

About CIRA
The Center for Interdisciplinary Research on AIDS (CIRA) was established in 1997 and is funded through a grant from the National Institute of Mental Health (NIMH). The Center brings together scientists from various disciplines with the mission of supporting the conduct of research aimed at the prevention of HIV infection and the reduction of negative consequences of HIV disease in vulnerable and underserved populations. CIRA also supports research on legal, policy and ethics issues in HIV/AIDS. The Center presently provides infrastructure support to over 70 research and training grants carried out by over 40 affiliated scientists. CIRA focuses on the prevention needs of those most affected by HIV in Connecticut, including the poor, drug users and their partners, and communities of color, as well as at risk populations in a number of international settings.

About CAB
The Community Advisory Board (CAB) includes persons living with and affected by HIV/AIDS, representatives from the private sector, local and state health departments, community-based organizations (CBOs), AIDS service organizations, educational institutions, and others working or volunteering in the HIV/AIDS field. The CAB serves as one of four advisory bodies to the Center, providing community perspectives on all of its activities.

CAB Responsibilities
CAB members are expected to meet with CIRA’s Director to provide a community perspective on various activities and functions of the Center. Examples of issues on which the CAB is likely to advise the CIRA Director include:

- Activities of the Center’s Cores—to ensure that they remain attentive to community concerns, needs, and priorities.
- Relevance to the community of the social/behavioral prevention and intervention research supported by the Center.
- Efforts to identify opportunities at CIRA for researchers and staff from race/ethnic minority groups.
- Center's impact on the "practice" activities of CBOs and its overall relationship with the local community.

Membership
- The CAB will consist of not fewer than 10 and not more than 15 members, including representatives from diverse communities infected and affected by HIV/AIDS. At least 25 percent of the members will be people living with HIV/AIDS. The membership of the CAB will have knowledge and insight into communities affected by HIV/AIDS and will include, to the extent possible, representatives from different regions of Connecticut and people who have some experience with or interest in research.
- The Center Director will appoint members to the CAB annually, with input from CAB members and CIRA’s leadership.
- The term of appointment will be two years and members may serve no more than two consecutive terms.
- Members who miss three consecutive meetings during the year may be asked to forfeit the remainder of their appointment on the CAB.
- Each member of the CAB will attend in his or her personal capacity.
Meetings
- The CAB will meet with the Center Director 3-4 times per year. A yearly meeting schedule will be distributed to all members at the start of CIRA’s academic year.
- Special meetings may be called by the Director. If a special meeting is called, all members will be notified at least five business days in advance.
- An agenda will be prepared by the Director and transmitted to members at least seven days in advance of each meeting. Any member who wishes to propose agenda items to the Director must do so at least fourteen days in advance of a meeting.
- The Director, or a person designated by the Director, will prepare a summary of each meeting, and transmit the summary to all members with the agenda for the following meeting. Any member may propose corrections to the summary at the following meeting. The final summary will be placed in records to be kept by the Director.
- CIRA will organize a yearly orientation for new CAB members.

CIRA’s Executive Committee
The Executive Committee will include three members from the community, who will be selected by the Director, with input from CAB members, from among the members of the CAB. These members will, as much as possible, reflect the community of those affected by HIV/AIDS. They will serve a maximum of two years on the Executive Committee, and will receive an honorarium as described in the CIRA grant. At least one of the three community members appointed to the Executive Committee will be living with HIV/AIDS.

Other Activities at CIRA
All CAB members are strongly encouraged to participate in at least one of the following CIRA activities: AIDS Science Day Planning Committee, Community Research Core Meetings, Community Research Partnership Program Review Committee, Law, Policy and Ethics Core Meetings, Clinical and Health Services Research Core Meetings, Peer Review, and Pilot Project Review Committee.

Compensation
- CIRA will provide a $200 honorarium, to be paid once annually at the end of each appointment year, to each CAB member provided the member has attended at least half of the CAB meetings during the year. This applies to all CAB members, and is in addition to any other compensation they may receive from CIRA (e.g. participation on the Executive Committee, community expert consultation, etc…). Payment procedures must follow relevant NIMH guidelines.
- A community expert consultation fee of $25 per advisory meeting or other Center activity (listed above) is available to compensate CAB members who are not employed. Interested members should contact the Director or his/her designee.
- All CAB members may submit mileage reimbursement forms to the Director or his/her designee to be reimbursed for mileage for driving to the relevant CIRA activities.