

Guidelines for the Community Advisory Board 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 and supports innovative, interdisciplinary research that combines behavioral, social, and biomedical approaches focused on the implementation of HIV prevention and treatment and the elimination of HIV disparities. CIRA also supports research on legal, policy, and ethics issues in HIV/AIDS. The Center presently provides infrastructure support to almost 50 research and training grants and more than 200 affiliates. CIRA focuses on the prevention and treatment needs of those most affected by HIV in New England, including people of low socioeconomic status, gay men, injection and other drug users and their partners, people within the criminal justice system, and communities of color, as well as disproportionately impacted at-risk populations in a number of international settings.

About the Community Advisory Board

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 three advisory bodies to the Center, providing community perspectives on all of its activities.

CAB Responsibilities

CAB members meet with CIRA's Director and other members of the CIRA leadership team to provide a community perspective on various activities and functions of the Center. Examples of issues on which the CAB is likely to advise CIRA on 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 research supported by the Center.
- Efforts to identify and foster opportunities at CIRA for researchers and staff from race/ethnic minority groups.
- Center's impact on the HIV prevention and care policies and services of HIV service providers, health departments, and CBOs.
- CIRA's overall relationship with the local community.

Membership

- The CAB will consist of 10 to 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 CAB will include representatives from other New England states to facilitate connections with and input from community partners in the New England HIV Implementation Science Network.
- The Center Director will appoint members to the CAB annually, with input from CAB members and CIRA's leadership.



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- Members who experience difficulty fulfilling the commitment of being on the CAB, and have frequent absences from committee meetings may be asked to step down to allow others to participate. To promote continuity, each member of the CAB will attend in his or her personal capacity and there will be no designated alternates Meetings
- The CAB will meet with the Center Director and other members of the CIRA leadership team 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, or a person designated by the Director, and transmitted to members at least seven days in advance of each 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 kept by CIRA.
- CIRA will provide the CAB with an overview of the Center's accomplishments and future goals at the start of each academic year.

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. 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 any of the following CIRA activities: Community Research and Implementation Core Meetings, Clinical and Health Services Research Core Meetings, Peer Review, Pilot Project Review Committee, HIV/AIDS seminars sponsored by CIRA, and the New England HIV Implementation Science Network.

Compensation

- CAB members will receive a \$50 honorarium for each CAB meeting attended, to be paid once annually at the end of each appointment year. CAB members who serve on the Executive Committee will receive an additional \$50 honorarium for each EC meeting attended. Payment procedures must follow relevant NIMH guidelines.
- CAB members may request reimbursement for business miles travelled to attend relevant CIRA activities.
- CIRA may cover parking fees in designated garages for CAB members who drive to meetings and incur parking costs to attend CIRA meetings.