



*** Please circulate widely ***

CALL FOR PARTICIPANTS
Webinar Series: Practice Issues in HIV/AIDS Prevention, Treatment & Support Advisory Committee

The Canadian AIDS Society (CAS) is looking for people to sit on a National Advisory Committee for a capacity-building initiative for service providers working in the HIV/AIDS field.

WHAT

Committee members will advise CAS in the development, promotion and evaluation of the ***Webinar Series: Practice Issues in HIV/AIDS Prevention, Treatment & Support*** project. For more information, see the draft Terms of Reference below.

WHO

We are looking for people to fill **8 positions** on the Committee.

Committee members should have:

- Knowledge of issues facing individuals/communities affected by HIV/AIDS
- Experience providing and/or accessing HIV/AIDS services in a community setting
- Interest in capacity-building and community development, on a national scale, for service providers working in HIV/AIDS
- People with experience in web-based communication and/or community engagement are encouraged to participate

HOW

If you would like to be considered for this committee, please submit a letter of interest, and include 1) a brief bio, 2) an outline of previous involvement in the HIV/AIDS community, 3) the individual and/or community perspective you will bring to the work, and 4) why you are interest in sitting on the committee, to:

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The selection of committee members will be guided by CAS's commitment to reflecting the diversity of Canada's geographic regions, the populations most affected by HIV, and key stakeholders in the HIV/AIDS community.

WHEN

The deadline for submitting letters of interest is **June 30th, 2010 at 5PM EST.**



(DRAFT)TERMS OF REFERENCE

Webinar Series: Practice Issues in HIV/AIDS Prevention, Treatment & Support Advisory Committee

Facilitator

Rachael Walisser – Program Consultant, Canadian AIDS Society

Project Overview

The Canadian AIDS Society (CAS) is developing a series of web-based capacity building/training sessions (webinars) for service providers working in the HIV/AIDS field. The webinars will host speakers on practice issues in HIV/AIDS prevention, treatment, care and support and will aim to incorporate the diverse perspectives of researchers, policy makers, service providers and people living with or at risk of HIV/AIDS. The series will also aim to integrate a networking component, providing opportunities for service providers across the country to communicate regarding emerging issues, grass-roots responses, and available resources. Webinars will be offered on a quarterly basis for the duration of the two-year project funding (April 2010 – March 2012). The project is responding to a need for more accessible training opportunities expressed by CAS membership during a 2009 needs and assets assessment.

Roles & Responsibilities

The Advisory Committee will act as a consultative body. Members of the committee will assist in the development, promotion and evaluation of the *Webinar Series: Practice Issues in HIV/AIDS Prevention, Treatment & Support*.

Members of the Advisory Committee will perform the following functions:

- Advise on the direction, structure and content of the webinar series
- Recommend webinar topics relevant to CAS membership
- Identify potential webinar presenters and, where possible, facilitate contact between CAS and potential presenters
- Advise on the integration of networking opportunities within webinars
- Contribute to the development of an evaluation strategy
- Promote scheduled webinars among networks
- Review project documentation (e.g. promotional materials, reports) for errors, oversights and to suggest possible improvements

Deliverables

(April 2010 – March 2011)

- Two webinars

(April 2011 – March 2012)

- Four webinars
- Final evaluation and report

Composition

The advisory committee will consist of 10 members. Advisory committee members will meet the following criteria:

- Knowledge of issues facing individuals/communities at risk or living with HIV/AIDS
- Experience providing and/or accessing HIV/AIDS services in a community setting (including frontline support, education, community development, advocacy and communications initiatives)
- Commitment to the *Greater and Meaningful Involvement of People Living with HIV/AIDS* (GIPA) principles

Committee members will include representatives from across Canada (Northern, Pacific, Prairies, Ontario, Quebec, Atlantic). Four spots on the advisory committee will be designated for individuals taking part in a mentorship initiative (2 mentors & 2 mentees).

Meetings

All advisory committee meetings will take place via CAS-hosted teleconference. It is anticipated that the advisory committee will meet no more than 6 times in a year. As much as possible, meetings will be scheduled to advisory committee members' convenience. Between meetings, correspondence will be initiated as needed via email and/or by phone.

Membership Term

The work of the advisory committee will commence in July 2010. The minimum term for an individual advisory committee member is 1 fiscal year (i.e. until March 2011). Interested committee members will have the option to extend their membership for a 2nd fiscal year (i.e. April 2011 – March 2012).