



CALL FOR UCHAPS BOARD APPLICATIONS

January 27, 2017

Dear Colleagues:

The Urban Coalition for HIV/AIDS Prevention Services (UCHAPS) is extending the search for candidates of the Board of Directors. The UCHAPS Nominations Committee invites qualified candidates who will help UCHAPS meet its mission and continue its growth as an organization.

The Urban Coalition for HIV/AIDS Prevention Services (UCHAPS) is a partnership of community members and health department representatives from urban jurisdictions most heavily impacted by HIV/AIDS. UCHAPS is organized to (i) serve as a coalition to enhance HIV prevention activities and reduce the incidence of new HIV infections in urban jurisdictions highly impacted by HIV; (ii) work to enhance efforts to stem the urban HIV epidemic through: facilitating collaborative technical assistance and technology transfer activities; serving as a resource to the Centers for Disease Control and Prevention (CDC) on urban HIV/AIDS prevention issues and invigorating the partnerships between the CDC and local jurisdictions in addressing urban HIV prevention issues; enhancing coordination of HIV prevention activities and care services by federal, state and local bodies; and increasing awareness of HIV prevention issues and programs among those who formulate policy affecting the interest and mission of UCHAPS; and (iii) engage in any lawful activity defined in the Articles of Incorporation or Bylaws.

The "Call for Nominations" application is attached. It outlines the selection process, including a nomination form, and detailed Board member responsibilities. Self-nominations for the Board of Directors are welcome and encouraged. All individuals interested in serving on the Board can submit an application. Please note, current UCHAPS members can apply, and would need to resign from their jurisdiction delegate seat if appointed to the Board. Membership is represented on the Board through the Steering Committee Co-Chairs.

The deadline to complete and submit a nomination form, personal statement, resume, and two letters of reference is **Wednesday, February 15, 2017**. Please share the application with individuals you think may be interested in serving.

All nominations received by the deadline will be reviewed by the Nominations Committee, and qualified candidates will be placed on the ballot to be voted on by the Board of Directors. The nominations committee will use the criteria outlined in this Call for Nominations application to make the final candidate selection.

Sincerely,

A handwritten signature in black ink that reads "Tony Sillemo". The signature is written in a cursive style with a large initial 'T' and a long, sweeping underline.

Tony Sillemo
President, UCHAPS Board of Directors

Call for Nominations for **UCHAPS Board of Directors**

Membership

UCHAPS member jurisdictions represent over one-third of the nation's epidemic, are among the epicenters of the urban HIV epidemic, and are often at the forefront of piloting new intervention strategies. Current UCHAPS member jurisdictions include Atlanta, Baltimore, Chicago, Fort Lauderdale, Houston, New York City, Philadelphia, San Francisco, and Washington, DC.

Organizational Background

UCHAPS was convened in 1998 and operated as an unincorporated entity until 2007, when it incorporated in the District of Columbia. UCHAPS received its tax exempt, 501(c)3 designation in late 2010. UCHAPS is funded through member dues, a five-year CDC Cooperative Agreement, a sub-contract from NASTAD, and grants from pharmaceutical companies.

Role of Board of Directors

The current Board of Directors seeks to expand the number of Board members to work with the membership and staff on organizational development, management, program implementation, and fund-raising. Specifically, potential Board members should have experience:

- working in HIV prevention at community-based organizations, community planning bodies and/or local/state health departments
- developing and monitoring organizational policies and budgets
- expanding program and financial resources

Additionally, candidates should be willing to fulfill the requirements described in detail under the *Basic Responsibilities of the Board of Directors* section of the Call for Nominations application.

Steering Committee

UCHAPS also has a Steering Committee, which serves as an advisory body to UCHAPS. It is comprised of one representative from each full member jurisdiction and is led by two co-chairs: one health department and one community co-chair. The Steering Committee co-chairs also sit on the Board of Directors as voting members.

Staffing

The programs of UCHAPS are implemented by the staff and team of consultants who provide ongoing support to the UCHAPS membership.

Nominations Committee

Cynthia Tucker, Chair
Board Member, UCHAPS
AIDS Foundation of Chicago

Monica Sweeney, MD, MPH, FACP
Board Member, UCHAPS
New York City

Jennifer Chapman
Community Co-Chair, UCHAPS
The Children's Hospital of Philadelphia

Selection Criteria

The Nomination Committee will review all nominations received by the submission deadline, and will place qualified candidates on the ballot. Depending on the number of applications, an additional screening process and interviews may be instituted to develop the ballot. The selection criteria will include a review of each candidate's experience in the following areas: HIV-prevention or related public health field, organizational management and development, fundraising, governance, and policy.

The Nomination Committee will also weigh diversity of skills, geographic representation from underrepresented UCHAPS jurisdictions, HIV/AIDS case burden in area represented by a candidate, and various demographics. Successful candidates do not have to meet all criteria. In addition, gender, race/ethnicity, sexual orientation and a balance between community and governmental representation will be considered. The current composition of the Board is listed below.

Board Member	City	Affiliation
Tony Sillemon (President)	Oakland, CA	Community
Kali Lindsey (Treasurer)	Washington, DC	Community
Terrance Gardet (Secretary/Government Co-Chair)	New York, NY	Government
Jennifer Chapman (Community Co-Chair)	Philadelphia, PA	Community
Donald Powell	New York, NY	Community
Monica Sweeney	New York, NY	Community
Cynthia Tucker	Chicago, IL	Community

Board Term, Class of 2017

The initial terms of newly appointed Board Directors shall be one or two years, commencing **April 1, 2017**. Directors are eligible to serve three consecutive terms.

Selection Timeline

Dec 14, 2016	Call for Nominations distributed
Feb 15, 2017	Nominations due
March 31, 2017	Selection results announced
April 1, 2017	New Board Term commences

Deadline for application submission: Wednesday, February 15, 2017.

The completed Nomination application must be received by the deadline, and can be submitted electronically to (kirby@uchaps.org) or mailed directly to:

UCHAPS
300 New Jersey Ave, NW, Ste 900
Washington DC, 20001
(202) 469-3454
<http://www.uchaps.org>

If you have any questions regarding the 2016 Call for Nominations, please contact:
- Cynthia Tucker, Nominations Committee Chair; 312-334-0965; ctucker@aidschicago.org or
- Kirby Reed, Operations Manager; 703-966-5431; kirby@uchaps.org

UCHAPS Nomination Form

Board of Directors

The following person is nominated for the position of Board member (one nominee per sheet). Self-nominations are welcome. Nominees must agree in advance to be a candidate. A completed *Nomination Form*, along with the personal statement and resume, are due **Wed, Feb 15, 2017**. Nominations must be received by the deadline and can be submitted via e-mail (kirby@uchaps.org).

Name	Organization	
Address	City/State/Zip	
E-Mail	Phone	Fax
Background and Interest in Serving		
Race/Ethnicity (check all that apply) (optional) <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Black/African American (non-Hispanic) <input type="checkbox"/> Hispanic/Latino/a <input type="checkbox"/> White/Caucasian (non-Hispanic) <input type="checkbox"/> Other _____	Gender (optional) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender M/F <input type="checkbox"/> Transgender F/M <input type="checkbox"/> Other _____	Sexual Orientation (optional) Do you consider yourself to be: <input type="checkbox"/> Heterosexual or straight <input type="checkbox"/> Gay or lesbian; or <input type="checkbox"/> Bisexual?

Relevant Experience

Have you worked in HIV prevention or related public health fields?

- No
- Yes

If yes, include most recent title, organization/agency and dates _____

Do you have board governance experience?

- No
- Yes

If yes, include prior organizations and dates _____

Do you have organizational or program management experience?

- No
- Yes

If yes, include most recent title, organization and dates _____

Do you have fundraising and strategic planning experience?

- No
- Yes

If yes, include most recent title, organization and dates _____

In which of the following areas do you excel?

- Development/fundraising
- Fiscal/finance
- Governance
- Policy

Please provide a succinct example _____

Please describe your work/advocacy/activism regarding HIV prevention with individuals living with HIV/AIDS

Statement, Resume, and Letters of Reference

Along with this form, include a personal statement (not to exceed 500 words), a resume (not to exceed five pages), and two letters of reference. The statement should focus on experience relevant to selection criteria outlined on p.3. Remember to include your name at the top of all attached materials.

Statement of Understanding

I understand the responsibilities of the office for which I am being nominated, and I agree to fulfill those duties should I be elected.

Nominee Signature

Date



Basic Responsibilities of the Board of Directors

UCHAPS requires an active, engaged and forward-thinking Board to ensure its growth and success. Once elected, all UCHAPS Board members must be prepared to fulfill the responsibilities outlined below.

The Board is responsible for the management and control of the activities, property, and affairs of UCHAPS, including the strategic direction of the organization, the annual budget, and the scope of responsibilities of the Board, steering committee, staff and membership.

Responsibilities of the Members of UCHAPS Board of Directors

- Ability to travel and actively participate in Board meetings.
- Work with and support the community and governmental co-chairs of UCHAPS Steering Committee in achieving the mission of UCHAPS.
- Manage the fiscal and financial affairs of UCHAPS, including reviewing and approving the annual budget.
- Chair or serve on ad-hoc committees or stand for election for one of the three Board officer positions (President, Secretary, Treasurer).
- Participate in Board conference calls, committee meetings, and Board meetings throughout the year. (The Board will have one in-person meeting each year in conjunction with a UCHAPS quarterly membership meeting. UCHAPS can provide travel support to Board members who otherwise would not be able to participate.)
- Sustain and grow a viable membership by considering recommendations to increase and retain membership, add or change member categories and benefits.
- Assist with resources development.
- Serve as a resource to the membership on programmatic and policy goals.