



HPG Membership Participation Expectations

In-person Attendance and Participation¹

- All HPG members and committee members attend the monthly HIV Planning Group and one HPG committee meeting in person. In-person participation is required to achieve a quorum and ensure the HPG and/or committee can effectively conduct its business.

Timely Responses

- A quorum is required to conduct an HPG or a committee meeting. All HPG members respond promptly to HPG support staff emails and other communications, especially when confirming meeting attendance, **within 48 hours**.

Participation in Additional Activities

- All HPG members and committee members participate in additional HPG activities such as task forces, working groups, and/or outreach activities. This may include representing the HPG at community events, supporting public engagement initiatives, and/or collaborating with other members to raise awareness of our HIV prevention and support work. All members are encouraged to participate in these efforts to ensure our initiatives are inclusive and impactful.
 - All HPG members and committee members participate in at least one or more of the following HPG activities annually: task forces, working groups, and/or outreach activities
 - All HPG members and committee members, new and existing, are encouraged to attend at least one Community Engagement Group meeting per year.
 - The Community Engagement Group members provide onboarding and mentorship support to the new HPG members.
 - The Community Engagement Group members participate in outreach events.

Respectful Behavior¹

All HPG members and committee members engage respectfully. Respectful behavior towards HPG and committee members during meetings and all HPG-related communications is a reflection of our value and respect for each other. Disrespectful or disruptive behavior is not tolerated because we believe in fostering a culture of mutual respect and understanding.

- All HPG members and committee members are punctual, prepared, and actively contribute to discussions.
- All HPG members and committee members are solution-oriented and communicate clearly and respectfully. Differences of opinion may be expressed, fostering collaboration rather than conflict. Constructive engagement discussions are focused on the committee's objectives, with all members contributing positively and constructively.