



January 22, 2010

## **MEMORANDUM**

TO: AIDS Alliance Members and Community

FR: Governance Committee  
Betty Cabrera, Peter McLoyd, Lucia Bustamante, Barbara Brown, and Loretta Jennings

RE: Call for Nominations  
March 2010 AIDS Alliance Board of Directors Elections

AIDS Alliance will hold its annual Board of Directors and Officers elections prior to its annual Voices conference in May 2010. **This memorandum serves as the official call for nominations.** If you are interested in running for a board position, or if you would like to make a nomination, complete the attached AIDS Alliance Nomination Form and mail or fax it, along with a personal statement (not to exceed 200 words), and resume, to the AIDS Alliance office by Friday, March 19, 2010.

### **Reasons to Run for the AIDS Alliance Board of Directors**

The mission of AIDS Alliance is to advance the partnership between providers and consumers and to be the voice of women, children, youth and families living with and affected by HIV/AIDS.

Serving on the AIDS Alliance Board of Directors (BOD) provides an exciting opportunity to chart the future of AIDS Alliance, shape the organization's policies and priorities, and positively impact the lives and care of women, children, youth and families living with HIV/AIDS. It is also an opportunity to represent other individuals living with HIV/AIDS, your city or region's interests and/or your Ryan White Part D organization at the national level. In addition, your participation will help strengthen the grassroots response to the AIDS pandemic by actively engaging with the Congress and Administration on funding, legislative, and policy issues.

The participation of Ryan White Part D organizational members (Lead Members) and individual members (At Large Members) from all walks of life enriches AIDS Alliance's overall goal of representing a broad spectrum of those involved in HIV/AIDS care.

### **Board of Directors**

Up to 14 Organizational seats and up to 15 At-large seats are up for election. Organizational positions are three-year terms; At-Large positions are a two-year term. The term commences May 2010. Members of the Board of Director are recruited to represent all regions of the country.

### **Candidate Qualifications and Eligibility**

1. Organizational BOD nominees may be direct service or clinical providers, administrators or consumers acknowledged by a Part D lead member organization as an employee, consultant, consumer or volunteer from that organization, its affiliates or network. Eligible Part D organizations must have AIDS Alliance 2009 dues paid -or- 2010 dues paid by March 31, 2010.

2. At-large BOD nominees are persons who support the mission of the organization. Providers, consumers or other interested persons are eligible and must be AIDS Alliance members (includes Individual and Individual Consumer memberships) with specific experiences or qualifications that will benefit the organization. To join as an individual member go to <http://www.aids-alliance.org/join>. At-large members are not required to be affiliated with a Part D program.

All interested and eligible candidates are encouraged to apply and the Board is particularly interested in seating individuals with skills, interests and expertise in any of the following areas: Financial management and analysis, fund-raising and development, marketing, law, public policy, youth providers and consumers, other clinical providers and consumers, HIV related research , government, federal agency or foundation experience.

Previous Board experience is a plus, but not required. All Board members are eligible to run for an officer position. AIDS Alliance strives to have 25% of its Board be Consumers.

### **Board of Directors Time and Commitment**

Board members should estimate up to five hours of Board activities per month. The number of face-to-face meetings varies, but there are usually two a year, varying in length from one to two days. Board members are not compensated for their time. Except in certain circumstances, Board meeting travel and lodging is not usually covered by AIDS Alliance. Every attempt is made to schedule face to face meetings to coincide with another well attended meeting, such as VOICES or the all grantees meeting, etc. Board members are required to serve on a Board committee and these committees hold one hour conference calls every one-two months, depending on need.

### **Officers**

Following the Board of Directors election, BOD members will elect a president, vice president, secretary, and treasurer from among eligible board members. The officers are elected for two-year terms.

### **Voting Qualifications**

Each member organization in good standing is entitled to two votes per membership held.

### **Nomination Submission Requirements**

All nominations must be in writing using the enclosed AIDS Alliance Nomination Form. Nominees must agree in advance to be a candidate and self nominations are also welcome. To make a nomination, complete the Nomination Form and mail or fax it, along with a personal statement (not to exceed 200 words), resume, and signed Statement of Understanding to the AIDS Alliance office. **The fax number is 202-785-3579.** Nominations made via e-mail will not be accepted.

Mail and Express Mail Submissions:  
AIDS Alliance 2009 Board and Officer Elections  
c/o Betty Cabrera, Governance Committee Chair  
1600 K Street NW, Suite 200  
Washington, DC 20006  
Phone: 202-785-3564  
Fax: 202-785-3579

### **Nomination Deadline**

Nominations must be received by 5:00 p.m. EST on Friday, March 19, 2010.

### **Questions**

If you have any questions about the AIDS Alliance Board of Directors and Officers elections, please contact the Chair of the Governance Committee, Betty Cabrera at 214-456-5897 or by e-mail at [betty.cabrera@Childrens.com](mailto:betty.cabrera@Childrens.com).

You may also address questions to any member of the Governance Committee.

## **AIDS Alliance Board of Directors and Officer Elections**

### **General Fact Sheet**

#### **Board of Directors Structure**

Board of Directors:

- Regional Representatives (Northeast, Mid-Atlantic, South, Midwest, Southwest, West Coast)
- No more than a total of 35 Directors
- No more than 20 Lead Member Directors (elected to 3-year terms)
- No more than 15 At-Large Directors (elected for 2-year terms)
- At least 25% of Directors will be consumers (as defined by the AIDS Alliance Bylaws)

Officers are elected for two-year terms:

- President
- Vice President
- Secretary
- Treasurer

#### **Informing Members of the Candidates**

Candidate information, including the personal statement required on the *Nomination Form*, will be included in the official ballot, which will be mailed (electronically or by USPS) to eligible voters (representatives of organizations with current (2009 or 2010) AIDS Alliance paid membership).

#### **Voting Qualifications**

Each member organization in good standing (2009 organizational dues paid -or- 2010 organizational dues paid by March 31, 2010) is entitled to two votes per membership held, one agency representative vote and one consumer representative vote.

#### **Voting Procedure**

Ballots will be distributed by e-mail or USPS to all eligible voters prior to the election. The officer positions will be elected by the newly constituted Board at the first Board meeting following the general election.