

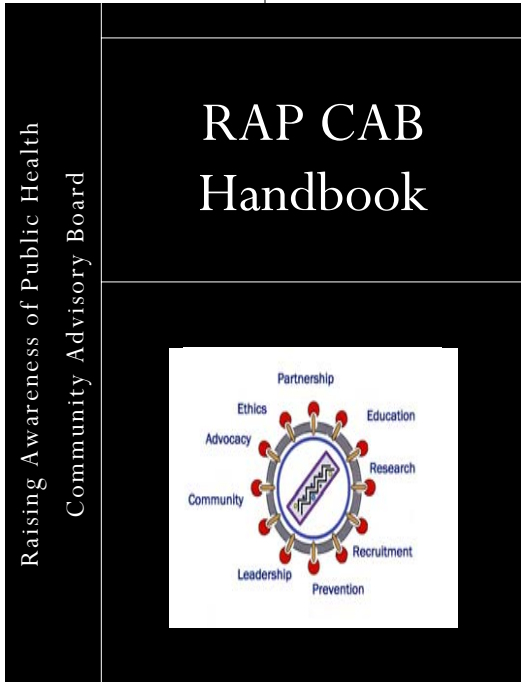
Contact information...



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**UNIVERSITY of PENNSYLVANIA**  
**HIV/AIDS PREVENTION RESEARCH DIVISION**



Date: 00/00/00

## MISSION

RAP (Raising Awareness of Public Health) Community Advisory Board is the name given to the CAB who represent the University of Pennsylvania, Center for Studies of Addiction, HIV/AIDS Prevention Research Division. Our research projects enroll human subjects who are at high risk for HIV and other sexually transmitted diseases due to their substance use and/or sexual behaviors. The HIV/AIDS Prevention Research RAP CAB is committed to developing and studying interventions that can feasibly be integrated into the lives of those most at risk for becoming infected with HIV and other blood borne and sexually transmitted infections.

The HIV/AIDS Prevention Research RAP Community Advisory Board (CAB) was established in 1993. The CAB membership is comprised of people who are familiar with substance use and HIV/AIDS. CAB members have either personally confronted these issues or are professionals in the substance use or HIV treatment fields.

The RAP CAB's mission is to function as an ongoing forum for community concerns and to monitor HIV/AIDS Prevention Research Division's research studies insuring that the research projects are not harmful or offensive to the participants who enroll in the studies or to the community at large. The CAB is a bridge to the communities effected by the research. The success of the RAP CAB's mission is depends upon active participation by the communities involved in the studies. Including community members at all levels of the research process helps to build trust and mutual understanding of research issues and insures that values and cultural differences among participants are respected.

This handbook is to serve as an ongoing guide for all CAB members.

## HIV/AIDS Prevention Research Division

### Community Advisory Board Members:

Dave Metzger  
Shawn White — Co-chair  
Ernest Jones  
Quincy Greene — Secretary  
Jose De Marco  
Emanuel Hamilton  
Lora Pearson  
Kevin Quirk  
Joann Williams  
Thelma Henry  
Betty Hennigan  
Sondra Smith  
Lawrence Savage — Sergeant at Arms  
Samuel Morales  
Emily Gible — Sergeant at Arms  
Albert Chisholm  
Marné Castillo  
Judith Peters  
John Mc Coy

### Objectives

The CAB Board is a resource to the community, providing information about the research conducted within the HIV Prevention Research Division.

The CAB represents the HIV Prevention Research Division at local and international HIV/AIDS and Harm Reduction functions.

The CAB insures that the HIV Prevention Research Division staff shares project outcomes with the community.

The CAB records and documents all activities attended by a CAB member(s) and CAB members who attended the event provide a presentation to the full Board.

The CAB insures the HIV Prevention Research Division conducts ethical research and that the projects are meaningful to the targeted community.

### CAB Officers

The full CAB elects officers annually. Nominations are accepted at the December meeting and the CAB calls for a vote at the January meeting. The term for each office is one year.

CAB Officers are:

Community Co-Chair

Secretary

Treasurer

Sergeant at Arms two (2) are elected

Community Co-Chair: convenes the meeting to order and directs the meeting.

Secretary: takes minutes during Board meetings and prepares the minutes for distribution. Reads the minutes at the meetings and records any corrections to the minutes.

Treasurer: responsible for the collection and documentation for monies/funds raised through special events and donations and provides monthly financial report to the CAB.

Sergeant at Arms maintains order at the meets.

### What is The HIV/AIDS Prevention Research Division's RAP Community Advisory Board (CAB)

The CAB provides an ongoing forum for members of the communities involved in the research projects to have input into the development and implementation of all research projects.

CAB members should present Community perspectives regarding the research projects considered for implementation.

CAB members are advocates for study participants, insuring that participants are treated with respect and their rights, as research subjects are not violated.

CAB members help to provide the Community at large with information regarding the purpose of each research project. The CAB can provide educational material about recruitment; length of the project, the population targeted for recruitment, how participants are compensated for their time, and which HIV/AIDS Prevention Research Division's study staff to contact if interested for additional information.

CAB members, in partnership with HIV/AIDS Prevention Research Division's study staff, provide educational presentations to the Community at large when we begin new research projects.

The CAB participates in ongoing dialogue with site Principal Investigators, providing input regarding the types of research projects conducted in the targeted communities.

CAB members represent the HIV/AIDS Prevention Research Division on a national and international level

## RAP CAB Membership

A complete Board is comprised of twenty (20) community members, one Community Member functions as the Community Co-Chair, one (1) UPENN Research staff Co-Chair, one (1) UPENN Research staff CAB Coordinator.

Initially CAB members were recruited from Community Based Organizations, Methadone Maintenance Treatment Programs, and Project RAP Research Participants. Currently the CAB **insures** that new members are recruited from the communities that reflect the populations of focus of the research.

The mechanism for becoming a CAB member is to regularly attend the monthly CAB meetings as a “guest”. Guests may participate in discussions but DO NOT have voting privileges. When a vacancy occurs on the CAB Board, a CAB member can nominate someone who has been a consistent attendee as a guest.

To remain a CAB member in good standing you CANNOT miss more than three (3) unexcused meetings within a six-month period. *CAB members should contact the CAB coordinator or the Membership Committee Chairperson at least twenty-four (24) hours before the scheduled CAB meeting if they cannot attend the meeting or if they plan to bring a guest. CAB members missing a meeting due to an emergency or medical issue the member is expected to contact the Membership Committee Chairperson or the CAB Coordinator prior to the next CAB meeting.*

Vacancies on the CAB are filled following this procedure:

1. The CAB Board will identify the expertise and/or population lacking representation on the Board
2. The Membership/Recruitment Committee will identify prospective people meeting the requirements to fill the vacant position(s)
3. The Membership/Recruitment committee will invite the prospective candidate(s) to a CAB meeting to meet the present CAB and determine if they can commit to the expectations of a CAB member

The CAB is vote on the candidates and if elected the CAB Secretary will send a letter of acceptance to attend the next CAB meeting

All new CAB members will participate in NEW CAB MEMBER orientation training.

All CAB members must actively participate on one or more CAB subcommittees.

## Committees & Responsibilities

Fundraising:

Generate fundraising ideas

Work with Special events Committee regarding the budget and needs for CAB sponsored events

Network with organizations and merchants for donations

Membership/CAB Recruitment Committee

Track CAB member’s attendance at meetings and participation on committees

Initial reminder calls to CAB members regarding meetings

Identify appropriate persons to fill vacancies on the CAB

Send letters to CAB members who missed 3 consecutive meetings

Special Events/CAB Education Committee

Identify inform the CAB about special events and educational opportunities pertinent to CAB’s ongoing education

Works with the various protocol teams within the HIV Prevention Division to insure CAB representation on protocol team, CAB participates on conference calls, team meetings, and works with Community Educators

## Meetings

Meetings are held monthly. All CAB Board members are mailed meeting notices and efforts are made to call each CAB member the day before the scheduled meeting to remind members that their attendance is important.

The monthly CAB meeting is the vehicle that insures CAB members receive up-to-date information. Primary Investigators present protocols for new projects, research staff report on studies in process, and all members have an opportunity to offer comments and suggestions regarding any items discussed at the meeting.

CAB meetings are scheduled on the fourth (4th) Tuesday of every month. Meetings begin at **12:30** PM and end at 2:00 PM. Lunch is provided