**[PROJECT NAME & LOGO]**

**[Year] Advisory Committee Operating Guidelines**

Updated [date]

MISSION STATEMENT

[Your mission statement]

THE ADVISORY COMMITTEE

The Advisory committee will be made up of no fewer than [e.g. 10] and no more than [e.g. 30] members who represent the following groups in the proportions noted:

1. People who use drugs (PWUD) (30%)
2. Service providers (30%)
3. PWUD or former PWUD infected with and affected by HIV and/or HCV (10%)
4. Community Stakeholders: e.g. elected officials, law enforcement, clergy, educators, healthcare professionals (20%)
5. Public health officials (5%)
6. Convening organization staff (5%)

Members will also reflect a diversity of age, race, ethnicity, gender, sexual orientation and geography to embrace all of [Your community name]

# EXPECTATIONS OF MEMBERS

Committee members will

1. Attend [e.g. 75%] of Advisory Committee
2. Effectively articulate and represent the mission of the [Project Name]
3. Support planning and implementation decision making
4. Work to increase the efficacy of the SSP by way of stakeholder and funder introductions, participant referral, network cultivation and community advocacy
5. Commit time, thought, and effort to the SSP
6. Learn and educate others about harm reduction, the SSP, and the issues of injection drug user health

# LEADERSHIP

The Chairperson of the Advisory Committee will be a representative of the SSP stakeholder community in order to avoid a conflict of interest and to preserve the perceived neutrality of the SSP. Other representatives from the Committee may, from time to time, be elected to serve as Vice Chair.

# APPOINTMENTS/TERMS OF SERVICE

The Chairperson will be elected annually by the Advisory Committee and may serve two consecutive one-year terms. Members will serve for one-year terms, renewable.

A Nominating Committee made up of three members of the Committee, plus staff (ex officio) will prepare a slate of proposed members for the Advisory Committee. The Advisory Committee will vote on all new members and a Chairman at its annual meeting on the last Monday in January each year.

There will be no more than one representative from any single advisory organization, with the exception of the convening organization.

# ROLE/WORK OF THE ADVISORY COMMITTEE

1. The Advisory Committee is the primary stakeholder body of the SSP and as such will consult and advise on program policies, procedures, services, and implementation decisions.
2. The Committee will be a resource for community education and stakeholder outreach.
3. The Committee will pursue a public policy agenda as determined by its members.
4. Members will promote the mission of the SSP.

# ROLE OF THE CONVENING ORGANIZATION [org. name]

1. [Org. name] will hire a Project Director to oversee the activities of the SSP and will carry full fiduciary responsibility for all grants/funding and expenses of the SSP.
2. The Project Director will draft a budget for the Advisory Committee’s review and recommendation
3. [Org. name] will monitor the budget of the SSP and will audit the Project as part of its annual audit.
4. [Org. name] will hire and supervise the Project Director in consultation with the Advisory Committee. The Project Director will be an employee of the [org. name] and will report to [org. name’s] Executive Director.

# CONFLICT/DUALITY OF INTEREST

It is essential that the work of the SSP/ [org. name] not be compromised by any conflict/duality of interest, or the appearance of conflict of interest, on the part of Advisory Committee members or convening organization staff. Conflict of interest means any financial or other interest that conflict with the service of an individual, which could 1) impair that individual’s objectivity; or 2) create an unfair advantage for any person or organization.

Each Advisory Committee member and convening organization staff members participating in the SSP shall provide annually a list of formal affiliations with other for-profit and non-profit organizations. This list will be considered a matter of public record and will be available for review upon request by the public.

Upon consideration of any application for assistance from an organization with which the Advisory Committee member or convening organization staff member has a disqualifying relationship, that relationship shall be disclosed to the Advisory Committee members. Any Advisory Committee member or convening organization staff member so related shall abstain from discussing, voting or otherwise attempting to influence the decision on the request, but may provide information if requested to do so. Organizations with staff members serving on the Advisory Committee may not request funds from the Partnership as long as that person is a member of the Committee.

“Disqualifying relationship”, means formal affiliation with an applicant organization or relationship as a spouse of or by a significant long-term relationship to a person formally affiliated with an applicant organization that may benefit from approval of an application to the Partnership for assistance.

“Formal affiliation” means employment by, an ownership interest in, or service on the governance board or as an officer of an organization.

# CONFIDENTIALITY

All discussions and deliberations by the Advisory Committee, its members and staff, reports of site visits, and the contents of proposals received will be held in confidence by those present.