

## ROLE OF SUPPORT STAFF

- Provides administrative support and guidance for all Committees and members
- Assists the Planning Council to carry out its legislative responsibilities
- Provides expert advice on Ryan White legislative requirements and HRSA/HAB regulations and expectations
- Encourages member involvement and retention, with special focus on consumers
- Assists in preparation of grant applications
- Oversees training for members
- Serves as liaison to the grantee

## GRANTEE STAFF ROLES WITH PLANNING COUNCIL

- Attends and makes a grantee report at Planning Council meetings
- Regularly provides agreed-upon reports (e.g., Service category expenditure reports)
- Provides advice on areas of expertise without influencing discussions or decisions
- Assigns staff to attend most committees
- Collaborates on shared roles
- Carries out joint efforts, such as task forces and special analyses, consistent with roles and resources