



On-Boarding and Mentorship Process

Miami-Dade HIV/AIDS Partnership

As of March 2, 2026

The purpose of this process is to promote engagement and retention of new members by ensuring they feel prepared for their membership responsibilities and have a connection to one or more Partnership committee members.

1. The applicant will complete the simplified two-page application and staff will process as usual.
2. Staff will bring the applicant contact information to the Community Coalition Roundtable (CCR) and CCR members may assign a CCR mentor for the applicant.
3. First Meeting
 - a. The CCR mentor will correspond with the applicant to ensure meeting attendance and will attend the meeting with the applicant, if possible. NOTE: CCR mentors are not required to give their personal contact information to an applicant; staff will help with coordination as needed.
 - b. The applicant will be assigned a mentor from the committee.
 - c. After the meeting, the CCR mentor will follow up with the applicant to discuss their readiness to be voted onto the committee.
 - d. If the applicant is ready to join, the CCR mentor will advise staff.
4. Next Meeting(s)
 - a. **If the applicant is not ready to join the committee.**
 - 1) The CCR mentor will correspond with the applicant to ensure meeting attendance and will attend the meeting with the applicant, if possible.
 - 2) The applicant will sit with their assigned committee mentor or CCR mentor for guidance throughout the meeting.
 - 3) After the meeting, the CCR mentor will follow up with the applicant to discuss their readiness to be voted onto the committee.
 - 4) The CCR mentor will advise staff of the applicant's readiness to join.
 - b. **If the applicant is ready to join the committee.**
 - 1) The CCR mentor will correspond with the applicant to ensure meeting attendance and will attend the meeting with the applicant, if possible.
 - 2) The applicant will sit with their assigned committee mentor or CCR mentor for guidance throughout the meeting.
 - 3) The Chair will request a motion to accept the applicant as a new member and the committee will vote. If the motion is approved, **the CCR mentorship will end in compliance with Government in the Sunshine**, and the committee members will provide ongoing support.
 - 4) Staff will correspond with the new member through regular channels.