

# Veteran Research Engagement Board Rules of Operation



\*This document was created by members of the Veteran Research Engagement Board

## MISSION STATEMENT

In order to promote Veteran community engagement, patient-centered research and translation of Veteran Health Administration research findings in practice and community settings, this Board will work in partnership with, and provide recommendations to researchers (Center Of Innovation and Mental Illness Research, Education, Clinical Center as an example) throughout the research process, from topic generation to dissemination and implementation of results.

## ADMINISTRATION RULES

### Meeting

**Time: 1600-1800**

**Date: 2<sup>nd</sup> Wednesdays of the Month**

**Location: Denver VA Medical Center**

\*Date and times may vary only due to holidays

## COUNCIL MEMBERSHIP

***Membership is open to all who are interested and willing to volunteer their time, to subscribe to the general purpose of the Veterans Engagement Board.***

### Individuals may hold membership on the board if they:

- Represent different interests and characteristics in order to ensure Board diversity and representativeness

### Have...

- Excellent communication skills and listening skills
- Ability to see beyond one's own personal experiences
- Ability to use own personal experiences in a constructive manner
- Ability to be non-judgmental
- Ability to maintain a positive attitude
- Ability to engage with a diverse population of veterans and researchers

- Ability to perform in the role of both a Veteran Engagement Board member and Veteran Advocate
- Ability and willingness to expand knowledge and skills
- Willingness to participate in bringing about meaningful change in VA research activities
- Ability to respect the limitations of the research environment in meeting individual needs
- Respect for the opinions of others, even when they conflict with one's own views by maintaining open-mindedness
- Be a Veteran of the U.S. Armed Forces

### **Removal of Members:**

Members may be voluntarily or administratively removed from the Board if the following occurs:

- Demonstrates behavior outside of good character representing the Veteran Research Engagement Board
- Does not manage Engagement Board business as directed
- A Member acts as sole representative of the Board without explicit approval of the Board
- Each member shall attend >9 meetings annually to be in good standing.
  - Missing of three or more meetings without notice, extenuating circumstances or communication to the group will result in the board voting on removal of member.

Removal of members will be conducted in the following manner:

- Same procedure as assessing a researcher's presentation. Five members vote will carry the decision.

### **Adding members:**

- This process is completed ongoing to maintain board membership at or above 8 members
- All members of board will seek out interested applicants to replace or grow the board. The Liaisons will assist current members in selection of future members so that similar methods will be used for selection of all members.

### **Board members will:**

- Complete their service commitment as Veteran Research Engagement Board member for one year. After a year a board member may commit to additional years of service annually.
- Attend all Board meetings unless there's an emergency. If unable to attend, member will notify someone on the board.
- Make every effort to get underlying assumptions regarding the issue out into the open where they can be discussed

- Listen and pay attention to what others have to say
- Encourage others, particular quieter members to offer their ideas and give them space to do so
- Avoid competing or arguing
- Ask any question that arises; there are no stupid questions
- Communicate with liaisons in a timely manner if issues arise
- Respond with questions and where they felt the session fell on the engagement continuum by deadlines set
- Complete feedback after each session
- Keep conversations confidential. This means that personal disclosures and stories, grant and project proposal documents and specific related details stay within the meeting space. General discussions about research and programming and discussion of the Board's purpose with the larger Veteran community is acceptable.
- Promote the Board's mission and vision, priorities, programs and services.
- Be respectful of all members by prohibiting foul language and vulgarity in word choice
- Abide by all Rules and Regulation presented and governed by the COIN and MIRECC, VHA and HIPPA

### Separate Task Forces

Members may choose to give more time by working with investigators individually or with other members. This will be something that would be strictly voluntary and should not impact or effect participation in the board.

### Rules of Engagement

- Phones off or on silent
- Everyone participate equally
- The right to "pass"
- No side conversations unless necessary for the comfort or safety of the board members. Please keep them to a minimum.
- All opinions are equal
- Help each other learn
- Meeting will start and end on time
- There are no "dumb questions"
- No interruptions, let the speaker have the floor

**\*This document will be Amended, or repealed, and new bylaws adopted by the board as the board adapts to its veterans engagement functions.**

Version Date: 1/7/16