

## Bylaws: CIVIC Veteran Advisory Council (VAC)

### CIVIC Veteran Advisory Council Vision Statement

Patients offer important opinions and suggestions regarding health care. The CIVIC Veteran Advisory Council (VAC for short) will ensure that Veteran patient voices are heard. VAC members will work with researchers to improve Veterans' health care experiences through research being done locally at the Portland VA.

### CIVIC Veteran Advisory Council Purpose

VAC members will be asked to share their thoughts on:

- Research questions
- Changes to health care processes and their impact on patients
- Project communication to the general public and Veteran communities
- Patient recruitment for studies
- Health technology

### ***A member of the CIVIC Veteran Advisory Council can expect to:***

- Share their opinions about research questions, recruitment models, and sharing project findings.
- Attend monthly meetings to share their thoughts and opinions about different topics.
- Patients may choose to be “on-call” to answer questions about research studies. If you do this, you will be contacted no more than 4 times per year.

### Why Join the CIVIC Veteran Advisory Council?

- **You will help build better research studies.**
- **Gain experience and understanding of research** taking place VA health care facilities.
- **Work together with researchers** to help Veterans live healthier lives.
- **Help other Veterans in your community understand current research findings** by shaping the way people find out about these results.

### **What Will I Receive for Participating?**

VAC members will receive gift cards for participating. You will receive gift cards based on the time you spend with us. This is what you will receive:

<b>Hours Spent Working with Us</b>	<b>Gift Card Amount</b> (To a store of your choice)
1-3 hours	\$25
4-6 hours	\$50
7-9 hours	\$75
10-12 hours	\$100
13-15 hours	\$150

## CIVIC Veteran Advisory Council Incentives

The VAC strives to include Veterans from all walks of life. CIVIC's Veterans Engagement Team (contact information below) will work with members to set agendas and schedule meetings. The VAC meets once a month for one (1) hour in-person with options for toll-free calls and screen-sharing technology as needed.

## Norms and Expectations

- Treat each other with dignity and respect
- Make every effort to come to meetings and events on time
- Come prepared to meetings and participate
- No interrupting or "cross-talk"
- Refrain from cursing, swearing, or using derogatory language
- Recognize the limitations of research and work to make constructive improvements

## How do I Become Involved?

For more information, please contact Sarah Ono ([sarah.ono@va.gov](mailto:sarah.ono@va.gov)) and Ben Laman-Maharg ([Benjamin.Laman-Maharg@va.gov](mailto:Benjamin.Laman-Maharg@va.gov) or 503-220-8262 x52390) at CIVIC.

## Signature of Member

I have read and agree with the CIVIC Veteran Advisory Council bylaws and have signed and printed below.

\_\_\_\_\_  
Signature of patient, or legal representative

\_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Printed name of patient, or patient's legal representative

\_\_\_\_\_  
Legal representative's relationship to the patient

Special thanks to OCHIN for providing the baseline of these bylaws