



Charter Template

Community Veterans Engagement Board (CVEB) Model

Last Updated: May 2023



Inclusive



Accessible



Community Driven



Flexible



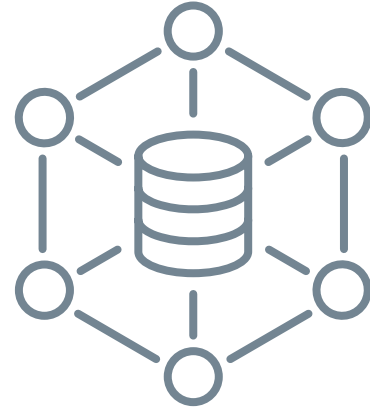
Integrated



Charter Template

- Each Community Veterans Engagement Board (CVEB) should adopt a charter that provides framework for its work. Charters generally describe a group's scope, desired goals and outcomes, membership parameters, and meeting procedures. This document outlines how a founding board of a Vet-Friendly Community may structure a charter.

Guidance and Parameters



Charter

NAME AND DESIGNATION:



- The VA seal and flag may not be used by communities or boards at this time. For example:
- North Pole Community Council modeled after CVEB framework
- Joint Advocacy Community Board based on the CVEB model for community engagement
- Greater Podunk Veterans Collaborative, member of the CVEB network



Scope

- This section of the charter can contain a defining statement about the CVEB mission and objectives. We encourage each CVEB to develop a charter that clearly defines how the CVEB will focus its community collaboration efforts to improve Veteran outcomes.
- We recommend the Charter includes clear language explaining that the CVEB is not a VA committee—the CVEB will be established, co-chaired, and managed by community representatives. We also recommend the charter clarifies that the CVEB is not an advisory committee. It is not designed to develop and make policy recommendations to the VA Secretary or VA Leadership. The CVEB exists to support Veterans within their communities. It is an opportunity for community stakeholders to discuss Veteran issues, develop collaborative relationships with VA leadership and each other, and identify opportunities to improve the local Veteran experience.



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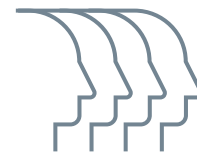
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Meetings

- This section should outline the parameters and meeting schedules
- CVEBs should decide on a meeting frequency that makes the most sense for their individual environments (a minimum of six board meetings per year is recommended). CVEBs are encouraged to host a minimum of two public forums per year. Public forums are inclusive of all stakeholders, service providers, Veterans, and other interested parties, regardless of CVEB membership. Public forums will ideally be rotated among public venues within the CVEB's geographic boundaries to provide opportunities for maximum participation.



Guidance and Parameters



Membership

- Membership terms, including terms for co-chairs, can be established at the time of appointment. Each CVEB is responsible for specific membership terms; however, two-year staggered term limits are recommended to ensure as many groups as possible are able to participate over time.
- This section could contain information on the number of CVEB members and how future members will be identified. It can also outline the length of each member's appointment.
- We recommend the appointed CVEB community board not exceed 12 members, of which VA may not comprise a majority. Additional participants may be included in meetings by CVEB invitation. Guidelines for identifying members will be driven by CVEB co-chairs with suggested representation from a recognized Veterans Service Organization, State Department of Veterans Affairs, and local government.



Logistics



- Public forums are open to everyone and inclusive of all groups, Veterans, service members, service providers, elected officials, local government officials, and Veteran advocates. Forum location is at the discretion of the board; however, VA facilities should not be used as venues. Public forums may take place in various places within the community or state and occur multiple times a year. Public forums are unique to each area and include kiosks, presentations, networking, and opportunities for open communication and knowledge exchanges.
- Public forums should not be used as fundraising or government-run events. Public forum announcements should be released at least four to six weeks before the event with reminders sent out one week prior to the event.



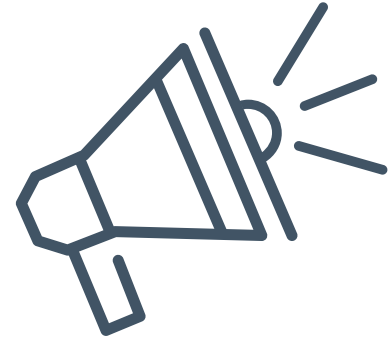


Limitation and Authority:

- CVEB co-chairs and board members collaborate with the larger Veteran stakeholder community by leveraging networks and enhancing insight on Veteran issues to improve Veteran outcomes. Collaborative efforts include: board meetings, public forums, and solution development. Board membership provides no additional authorities to co-chairs and board members. VA representatives to the CVEB function under the limitations outlined in their respective positions. The CVEB community board has no implicit or explicit authority to change the function and policies of any governmental or non-governmental entity. CVEBs are forums for open communication and community engagement between board members and the Veteran stakeholder community.

Guidance and Parameters

- This section of the charter defines the parameters for board actions.



Desired Outcomes:

- The CVEB intends to promote and support opportunities that benefit Veterans and the community. CVEBs should be encouraged to select issues where they can focus energy and attention and identify desired, specific (measurable) outcomes for their communities. CVEBs do not need to outline all identified desired outcomes in the charter but should capture these in meeting proceedings to help evaluate achievements. The CVEB will ensure an open line of communication among Veterans, VA, and community stakeholders. Veterans and local community members will be informed on local VA and community strategies and initiatives. Examples of issues the CVEB may address include education, employment, homelessness, and mental health resources.

- We recommend this section contain brief statements about desired CVEB results.

