



Veteran Stakeholders Forum Checklist

First Steps



- ✓ Form a planning committee to set the parameters for the group and assign tasks.
- ✓ Assign a champion who will be able to provide committed time to guide creation of the group and provide ongoing support and sustainability.
- ✓ Develop a Mission. What do you want to achieve? How will Veteran input be utilized?
- ✓ Develop your objectives for the Group.
- ✓ Gain buy in from your own Center, local leadership, clinician stakeholders, Veterans.

Creating the Forum



- ✓ Develop a plan for Veteran recruitment.
- ✓ Determine the meeting format (e.g. check in, introductions, description of the topic area and project, questions, open discussion, summary).
- ✓ Locate a physical or virtual space that will be accessible to Center staff and stakeholders.
- ✓ Determine a session schedule that will meet your Center's and the Stakeholders' needs.
- ✓ Consider Veteran reimbursement options to compensate for time and travel.
- ✓ Create an application for prospective forum members, to collect contact information.
- ✓ Develop a schedule for Research Investigator/Center staff attendance.

Prior to Sessions



- ✓ Encourage an environment of mutual collaboration among all group participants.
- ✓ Check on meeting space accessibility; assist participants with access as needed.
- ✓ Assist guest presenters with presentation of any materials they will bring to the meeting (handouts, slides, visuals, etc.).

Sustaining the Forum



- ✓ Keep Members informed and engaged (contact between sessions, other updates, etc.)
- ✓ Show appreciation for the contributions of your members.
- ✓ Keep your Center engaged and informed.
- ✓ Schedule regular recruitment efforts to keep VA stakeholders involved.

