# Establishing Advisory Councils for the Campus Veteran Office

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## Learning Outcomes

- Differentiate external and internal councils and justification for each type
- Identify the benefits of establishing councils for your veteran office
- Equipped to launch external and internal councils at your institution

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## POLL

Does your veteran office have a council?

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## Overview

- Literature Review
- External Council
- Internal Council
- Q&A

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## Suggested Reading List

- Andrus & Martin (2001) – Sample invitation, activities, bylaws, benefits, agenda
- Conroy, Lefever, & Withiam (1996) – Sample bylaws, position descriptions
- Dorazio (1996) – Guidelines for establishing advisory boards
- Newman (2010) – Seven traits of high performance boards
- Olson (2008) – List of best practices

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## Literature Review

- Role
- Formation
- Logistics
- Benefits

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## Role

- Advice
- Image
- Advocacy
- Resource Development
- Projects

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## Formation

- Composition
- Size
- Member Selection
  - Who Appoints?
  - Time, Talent, Toys, Treasure
- Structure
- Dues

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## Logistics

- Meeting Schedule
- Meeting Location
- Agenda
- Roles of Members
- Activities

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## Benefits

- Program/Office
- Board Members

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## Benefits – Program/Office

- Increase human, intellectual and financial resources
- Stay innovative, relevant, and applicable
- Cultivate potential donors and nurture existing ones
- Extend your programs' influence/support
- Free advice
- Donations of time and expertise
- Publicize your accomplishments

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## Benefits – Board Members

- Useful – share expertise
- Give back – serve industry/organization
- Influence future professionals
- Learn from each other
- Association with program/institution
- Sense of pride
- Access to students
- Increase their contacts/network

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## External/Internal Councils



**UTD Military and Veteran Center is located in the Student Services Building Addition**

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## External Council

- Cost/Budget
- Membership
- Meetings
- Recognition
- Outcomes

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## MVC Community Advisory Council

- AT&T
- Capital One
- Collins Aerospace
- Ericsson
- HumCap LP
- JP Morgan Chase & Co
- Motel 6 - G6 Hospitality
- Raytheon Technologies
- Service King Collision
- Southwest Airlines
- State Farm
- Texas Instruments

- USAA
- UT Southwestern
- Wells Fargo
- UTD Alumni Veteran(s)
- UTD Faculty Veteran
- UTD Student Vet Assoc.
- Career Management Center
- Military and Veteran Center
- Office of Development & Alumni
- University Career Center

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## External – Cost/Budget

- Cost
  - Meeting space and media
  - Snacks, drinks
  - Printing and folders
  - Recognition/awards
- Budget
  - Gift funds
  - Membership dues or initial donation
  - Alternate meeting locations/hosts

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## External – Membership

- Selecting Members
  - Company Representatives
  - Alumni Veteran Representatives
  - Key University offices (Career, Development)
  - Faculty
- Membership Terms
  - Company – 3 years, option to rotate members
  - University and Alumni – 2 years
  - Student – 1 year
- Appointment letter

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## Meetings

- Logistics
  - Time/Location
  - 4 meetings per AY: Aug, Oct, Jan, Mar
  - Employer (VETworking) events: Sep, Feb, Apr
- Agenda
  - MVC & Student Veterans
  - Discussion Questions/Prompts & Event Feedback
  - Company/Org updates (around the table)
  - Guests
- Challenges

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## POLL

What may be some of the challenges of operating an external council?

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# Recognition

- No Cost (Ongoing)
  - Council webpage
  - Donor/Scholarship webpage
  - Social media
- End of the Year
  - Individual certificates
  - Plaques to recognize 3-year term

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**MVC webpage that lists council members:**
**https://utdallas.edu/veterans/cac/**

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**MVC webpage for giving:**
**https://utdallas.edu/veterans/giving/**
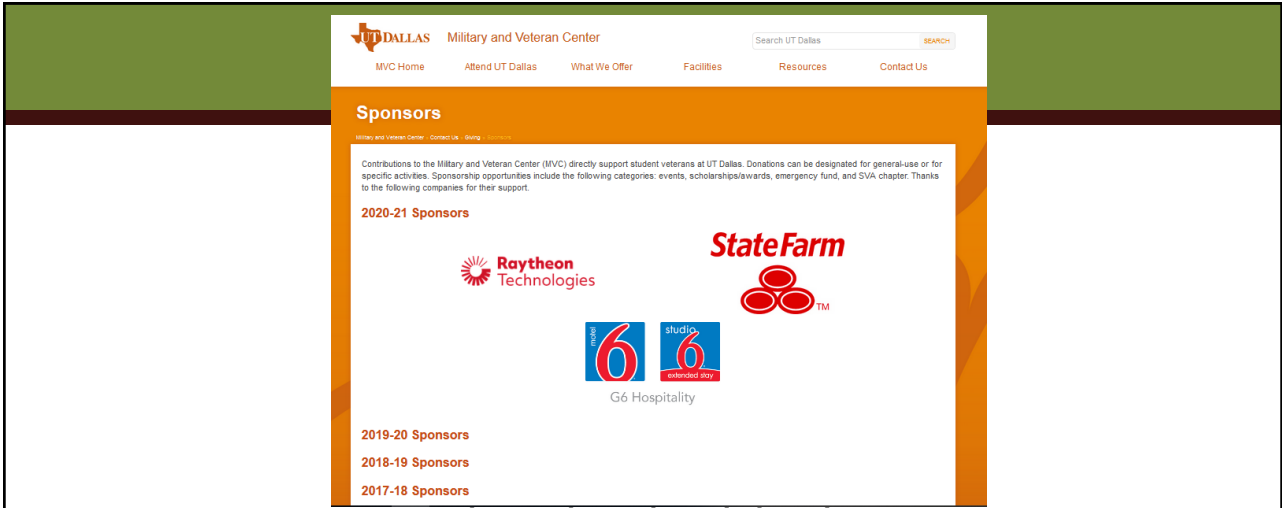


**MVC webpage that acknowledges donors:**
**https://utdallas.edu/veterans/giving/sponsors.html**

**Round/glass recognition plaques awarded for
completing 3-year term**

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## Outcomes

- Networking
  - Company to Company; Company to University
  - Company to Student (Interviews/Internships/Employment)
- Funding
- Feedback & Information Exchange
- Speakers for MVC events
- Camaraderie
- Evidence of Commitment to Veterans

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## Internal Council

- Cost/Budget
- Structure and Membership
- Meetings
- Recognition
- Outcomes

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## Internal – Cost/Budget

- Cost
  - Meeting space and media
  - Snacks, drinks, lunch
  - Printing and folders
  - Recognition/awards
- Budget
  - Office & Campus Connection Programs
  - Alternate meeting locations/hosts

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## External – Membership

- Selecting Members
  - Offices/Departments
  - Faculty & Staff Veterans
  - Student
- Membership Terms
  - Annual
- Appointment letter

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## MVC Veteran Advisory Council

- Veterans Benefits Team
- Undergraduate Advising Offices (8)
- Graduate Advisor
- Graduate Education
- Student Outreach and Academic Retention
- Admissions & Enrollment
- Transfer Student Services
- Communications
- Counseling Center
- Center for Students in Recovery
- Wellness Center
- Career Management Center
- Student Success Center
- University Career Center
- Graduation Help Desk
- Multicultural Center
- Gender Center
- Faculty & Staff Veterans
- Student Veteran

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## Meetings

- Logistics
  - Time/Location
  - 4-6 meetings per AY: Aug, Oct, (Dec), Jan, Mar, (May)
- Agenda
  - Updates
  - Meet the Council (Lunch) each term
  - Project/Focus – Climate survey, Guard/Reserve students
- Challenges

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## Recognition

- No Cost  (Ongoing)
  - Council webpage
- End of the Year
  - Individual certificates

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**MVC webpage that lists council members:**
**https://utdallas.edu/veterans/vac/**

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## Outcomes

- Campus Collaboration, Relationship Building
- Information Exchange
- Advocacy – Buy-in/Consensus
- Feedback
- Camaraderie

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## Wrap-Up

- Are you equipped to launch council at your institution?
- Game plan:
  - Spring – Research, outline, collaborate with on-campus offices
  - Summer – Meet potential members
  - Fall – "Pilot" the council or launch

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## POLL

What are best practices at your institution?

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# Questions & Discussion

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