

City of San Antonio's Veterans Advisory Commission (VAC) Welcome Letter

Thank you for volunteering to be a member of the City of San Antonio's Veteran Advisory Commission (VAC). As a member of the VAC, you will have the privilege of representing the veterans and military affiliated community in your district and will be your elected official's (EO) main advisor regarding veteran and military affiliated issues of common concern.

Council Member Direction:

To maximize success, it is essential you meet regularly with your EO. This is your opportunity to provide advice and seek counsel from them and their staff, inform them of your concerns in the district, and highlight the topics discussed at meetings. Since the actions of one district will usually affect the City's entire veteran community, ask them what they would like to convey to all the VAC commissioners.

Successful VAC commissioners meet regularly with their EOs, attend EO-hosted district meetings, place notices in their district's newsletters, coordinate district events, conduct door-to-door outreach, and work hand and hand with their EO's other City commission representatives and staff. The Military and Veteran Affairs Department (MVAD) asks that you encourage EOs to participate in military and veteran events occurring in their districts and city-wide events. You will be expected to support veterans related events in the San Antonio Metro area to the best of your ability and personal schedule. Remember, you are the eyes, ears, and spokesperson for all military and veteran concerns, efforts, and initiatives in your community.

Representatives:

In accordance with the VAC's City Ordinance and by-laws, each EO has two positions on the VAC. Eleven commission representatives (CR) are appointed by City Council representing each district and the mayor. Additionally, each EO is authorized to appoint a community liaison (CL) representative. CLs do not vote and are not alternates. Their role is to assist the VAC CRs and to support their EO's engagement goals and strategies.

Meetings:

VAC meetings typically take place on the 3rd Monday of every other month at 6:30 pm and end no later than 8:30 pm. The meetings are open to the public and your EO district staff is encouraged to attend. Meeting locations are held anywhere within the City of San Antonio with a different CR each month hosting the meeting. When hosting, you are encouraged to notify the citizens in your district and to ask your EO to address the Commissioners.

CR's attendance is tracked and reported twice annually to the City Clerk's Office. All absences should be reported to the VAC staff liaison. However, you should plan to attend **all** meetings. Six CRs must be in attendance to meet quorum. If a meeting date will have more than two known CR absences, the meeting could be rescheduled. CL should always attend the meetings and, while attendance is tracked, it is not reported to the City Clerk's Office and does not count for quorum. CL do not have a speaking role at meetings unless given the floor by a CR. Meetings follow the Robert's Rules of Order and the official by-laws (review both prior to your first meeting).

Committees:

Each meeting's agenda has a focus topic of discussion While these can range the gamut of topics, they primarily are focused on the committee updates/ reports and include items that inform, educate, and align with the VAC's strategic plan. CRs can propose agenda items and make motions to form new subcommittees as required.

All committees must include a minimum of three CRs and a maximum of five, with one serving as Chairperson. Every CR is expected to serve on at least one Committee. The committees are open to the public and may include an unlimited number of CLs. Committees are not required to keep

agendas and minutes for their individual meetings, however, must formally report at each VAC meeting. Recommended actions proposed by committees must be voted on and approved by the VAC. The expectation is that committees meet on the months that the VAC does not meet, however, a committee may meet more frequently if needed.

The VAC has one standing committee, in accordance with City of San Antonio Resolution (2017-05-04-0023R), to serve as the lead for the City's efforts as an Elizabeth Dole Foundation Hidden Heroes City.

Requirements:

There are no formal requirements for CLs. However, there is an expectation of active participation and engagement in their districts. CR's are required to complete annual training provided by the City Clerk's Office and must complete an annual financial disclosure report (FDR). CRs should anticipate a minimum of six hours a month devoted to VAC efforts (two hours VAC or Committee meetings, two hours of community engagement, one hour administrative or EO meetings).

All VAC terms align with City elections. If you are interested in reappointment, you must complete the notarized statement of appointed officer, re-take the Oath of Office, and submit your application to the City Clerk. Until a new representative is appointed, or you are reappointed, you will continue to represent your district in a 'hold over' status. If you do not wish to continue at any time you must submit a letter of resignation to your CM. We ask that you keep MVAD informed of any intended changes to your status.

Please schedule your official city photograph through this [e-form](#) for usage on the VAC webpage. All representatives will be provided a table tent (name plate) identifying them at VAC meetings and a name badges to wear at meetings and events. Business cards are not authorized for use, nor can representatives create official nor 'unofficial' social media pages for their role with the city; they can and should post on their EO's official pages. Lastly, please review the VAC webpage [here](#). This site will constantly be updated with the meeting dates and information. Representatives should always contact the VAC Staff Liaison for any questions.

Points of Contact:

City's Military and Veteran Affairs Department (MVAD) serves as the VAC coordinator:

Primary: Debe Clark, CPT USA Veteran, Senior Management Analyst, Debra.clark@sanantonio.gov

Alternate: Tim Woliver, LtCol USAF Retired, Assistant to the Director, Tim.Woliver@sanantonio.gov

Director Oversight: Juan G. Ayala, MajGen (USMC Retired), Director, Omva@sanantonio.gov