WELCOME

MARCH 24, 2022
RULES OF ENGAGEMENT

Commitment to Excellence

✓ Mute your phone line and silence cell phones
✓ Mute speakers on your desktop
✓ Ensure your camera is turned off while attending the training session
✓ Allow ACMO to yield the floor to you prior to speaking
✓ Identify yourself prior to speaking
✓ Minimize background noise while speaking
✓ If you have questions during the training, use the “raise hand” icon or the chat box
✓ Send additional questions after the training to the ACMO Mailbox at: vaadvisorycmte@va.gov
✓ Note: this session is being recorded
AGENDA

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WELCOME!

ACMO Quick Hits:
   a. Training Objectives and Training Expectations
   b. Committee Management Landscape

Committee Management Experiences and Lesson Learned
   a. Record Management Tracking – One Best Practice
   b. Subcommittee Breakout Discussion
   c. Feedback from Breakout / Questions & Answers

Wrap Up
   a. Management Tips in a Virtual Environment
   b. Final Questions / Answers, Workshop Survey
TRAINING OBJECTIVES

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Refresh Committee Managers skills and knowledge.

Introduce committee management best practices and tools.

Promote the merits of training and address committee management challenges.

Build Community of Practice advocacy for training, collaboration, and productive change.
POP QUIZ

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How often should Senior Executive local Leaders visit your Committee?

a. Every meeting that occurs
b. Only when the Subcommittee Chair request their participation
c. Only when Senior Leaders express a desire to visit with the Committee.

When are the Subcommittee Minutes due to the Parent Committee DFO?

a. Subcommittee Minutes are kept locally and not shared with the Parent Committee DFO
b. Chair signed Subcommittee Minutes should be sent to the Parent Committee DFO NLT 90 days after meeting

SECVA may delegate the authority to local Senior Executive Leaders to wave the Federal Advisory Committee Act (verbally or in writing)?

a. TRUE
b. FALSE
ACMO QUICK HITS: VA COMMITTEE MANAGEMENT LANDSCAPE

LEADERSHIP SUPPORT

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WRITTEN GUIDANCE

CONTINUOUS TRAINING

Advisory Committee Management Office & Committee Managers
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Committee Manager Landscape Focus Areas:

- Workload Management: talk to your leaders…add ADFOs, Contractors, Interns, Fellows
- Meeting Battle Rhythm (e.g., Virtual Meetings, In-Person Meetings)
- Do Ethics Training and Self Certification Forms in a session before the annual meeting !!!
- Get to know your Parent Committee Designated Federal Officer
- FACA “Fairly Balanced” Parent Committee = Federal Register Solicitation and Aggressive Outreach…you can nominate your local Subcommittee Members
- Subcommittee DFO Office Assistance Vists from ACMO….approximately every 18 months
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Best Practice System of Record Management from

Harry Babwah Jr,

Durham, Geriatric Research Education and Clinical Center (GRECC) Administrative Officer
LEARNING CIRCLE

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Parent Committee / Subcommittee DFOs
Discussion / Lessons Learned
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BREAKOUT ROOMS

(Please discuss the following)

1. Parent Committee discussion and feedback
2. What challenges do you still face with your Subcommittee and/or with Subcommittee management?
3. Identify a key lesson or anything you will do different to ensure your “Commitment to Excellence” with your Federal Advisory Subcommittee?
MANAGING IN A VIRTUAL ENVIRONMENT
Leading Virtually starts with A- Acknowledging the Virtual Reality

<table>
<thead>
<tr>
<th>10 Actions to Cultivate Performance Excellence</th>
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<tbody>
<tr>
<td>Set Expectations up Front</td>
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<tr>
<td>Turn on Video</td>
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<tr>
<td>Engage Within First Five Minutes</td>
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<tr>
<td>Ask for Engagement Every 10 Minutes</td>
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<td>Wait for Responses</td>
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<td>Use First Names to Acknowledge Participants</td>
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<td>Create Feedback Loops</td>
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<td>Begin and End in Full-screen Presenter Mode</td>
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<td>Be Conversational</td>
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<td>Use Breakouts</td>
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SUMMARY

What We Learn:

• Managing Virtually is a common reality that involves wins and challenges

• To cultivate performance excellence, we must:
  a) Acknowledge the virtual presence in our meetings,
  b) Build systems that support the committee and
  c) Connect and foster relationships and engagements amongst our committee members.
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