

NORTHERN KENTUCKY CHAMBER OF COMMERCE

Committees Handbook (General Template)

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ROLES AND RESPONSABILITIES

Board Members

The Board of Directors, the governing body of the Chamber, determines the policies and procedures of the organization and assures that sufficient financing resources are available to carry out those policies.

The position of a Board Member is not an honorary one. Board Members are expected to contribute to and participate in Board and Chamber activities. In addition to participating in Board meetings, Board Members should agree to accept additional specific tasks. Potential areas of service include:

- Serving on a committee or task force.
- Recruitment of new members.
- Working on member retention through personal contacts.
- Contacting legislators and/or congressmen

Board members are expected to attend major Chamber events such as the Annual Meeting, Northern Kentucky in Frankfort (Northern Kentucky United) and other events such as Business After Hours, Eggs 'N Issues, Government Forums.

Committee Chairs

The committee Chairs are the enthusiastic leaders of the Chamber's committees. Committee Chairs work together with Chamber staff people to develop an agenda for each meeting and facilitate team interaction during each session.

In addition to participating to Council meetings, Committee Chairs are expected to attend the annual Committee Chair kick-off, the Annual Dinner and the August 27, 2008 meeting of the Board of Directors meeting in appreciation of their work.

Committee members

The committee serves as the clearinghouse for all suggestions which are referred to it by the officers and the Board of Directors, members and other concerning priorities which are or should be receiving active attention of the Chamber. Committees are action oriented.

Staff Members

Work with committee Chair to develop goals and objectives for programs and projects with a timeline. They oversee the actions of the committee and make sure that all the Chamber policies and procedures are being followed. Staff e=members take minutes and notes from meetings, maintain committee budgets and financial records, and work with committee Chair to recognize and celebrate committee and volunteer accomplishments.

STRATEGIC PLAN

(Attach Committee Strategic Plan)

BUDGET

(Attach specific Committee Budget)

TIMELINE

(Attach specific Committee Timeline)

FREQUENTLY ASKED QUESTIONS ABOUT COMMITTEE INVOLVEMENT

- **Does a member of the committee have to be a member of the Chamber?**

Yes, only members of the northern Kentucky Chamber of Commerce can serve on committees. At times it may be appropriate to bring a guest as a reference or speaker. However, they are not to be added to committee rosters or become a regular part of the meeting.
- **Does the staff or the Chairperson prepare the agenda?**

Staff members prepare the agenda under the guidance of the committee Chair.
- **Who sends out the meeting notices?**

Staff members send out the meeting notices at least one week prior to the committee meeting
- **Is it necessary for staff to be at all committee meetings?**

Unless not required (i.e. Executive Roundtables) or unforeseen reasons (i.e. conflicting schedule with other Chamber event with higher priority ...) a staff representative shall attend any official meeting regarding a Chamber project or event.
- **Is there an attendance policy for committee members**

Any committee member who misses two meetings consecutively will receive a personal call from the committee Chair. The committee Chair will find out why if the committee member has not been in attendance and ask if they want to continue to be part of the committee. Staff will keep the chairperson informed of any attendance issues.
- **How long should a meeting last?**

Most meetings, unless otherwise noted, should be completed within one hour. It is important for meetings to begin on time and to keep non-pertinent discussions to a minimum. Chairpersons should not bring late comers “up to speed” on what has been discussed until after the meeting is adjourned.
- **Can non-members be solicited for sponsorships or gifts for events?**

It is the policy of the Chamber to only solicit members for events and activities. If something is donated from a non-member they will not receive any promotion for the item. It is the Chamber’s policy to do business with the Chamber members only.
- **How does the committee work with the budget?**

Typically the chairperson and the staff member put together a draft budget for the committee/program to be submitted to the committee. The committee Chair meets the fiduciary responsibility of the committee/program as set forth in the budget. Proposed expenditures must be coordinated with the Chamber staff. Programs and events are expected to be financially self-sustaining and generate revenues in excess of expenses.

- **Who develops press releases for the event/program?**

Staff members coordinate press releases for committee-related programs and events. They also coordinate responses to the media. Media will be referred to the Committee Chair or a volunteer with the expertise, when appropriate (committee Chair or volunteer will be prepared for media call in advance).

- **How can we use the newsletter/website/Blogs to promote our program/project?**

Committee members can submit an article to the Chamber's Business Journal. Articles will be first reviewed by Chamber staff for approval. Articles must be submitted to staff by the 15th of the month to be published on the Business Journal of the following month. Information on the website can be posted at any time. However, it must be submitted to staff for final approval. Blogs are open to postings at any time.

- **Who speaks to the media?**

The Chairman of the Board and the Chamber President are the spokespersons for the organization. At times a staff person may refer a media call to Chamber volunteers. Chamber volunteers will be briefed first before talking to the media.

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Committee Dissolution



The Chamber reviews its programs portfolio every year with the Mid-Year Review process. The process enables the Chamber to track the work of committees and task forces. The review begins with each department of the Chamber (staff) sending the Committee Chairs (volunteers) a Program Evaluation Form (see Fig.1) to be filled in. In the Program Evaluation, the committee Chairs submit a budget plan and provide information such as the number of committee members attending the meetings, the affluence to events organized by the committee and the relevance to the Chamber's mission and the perceived benefits.

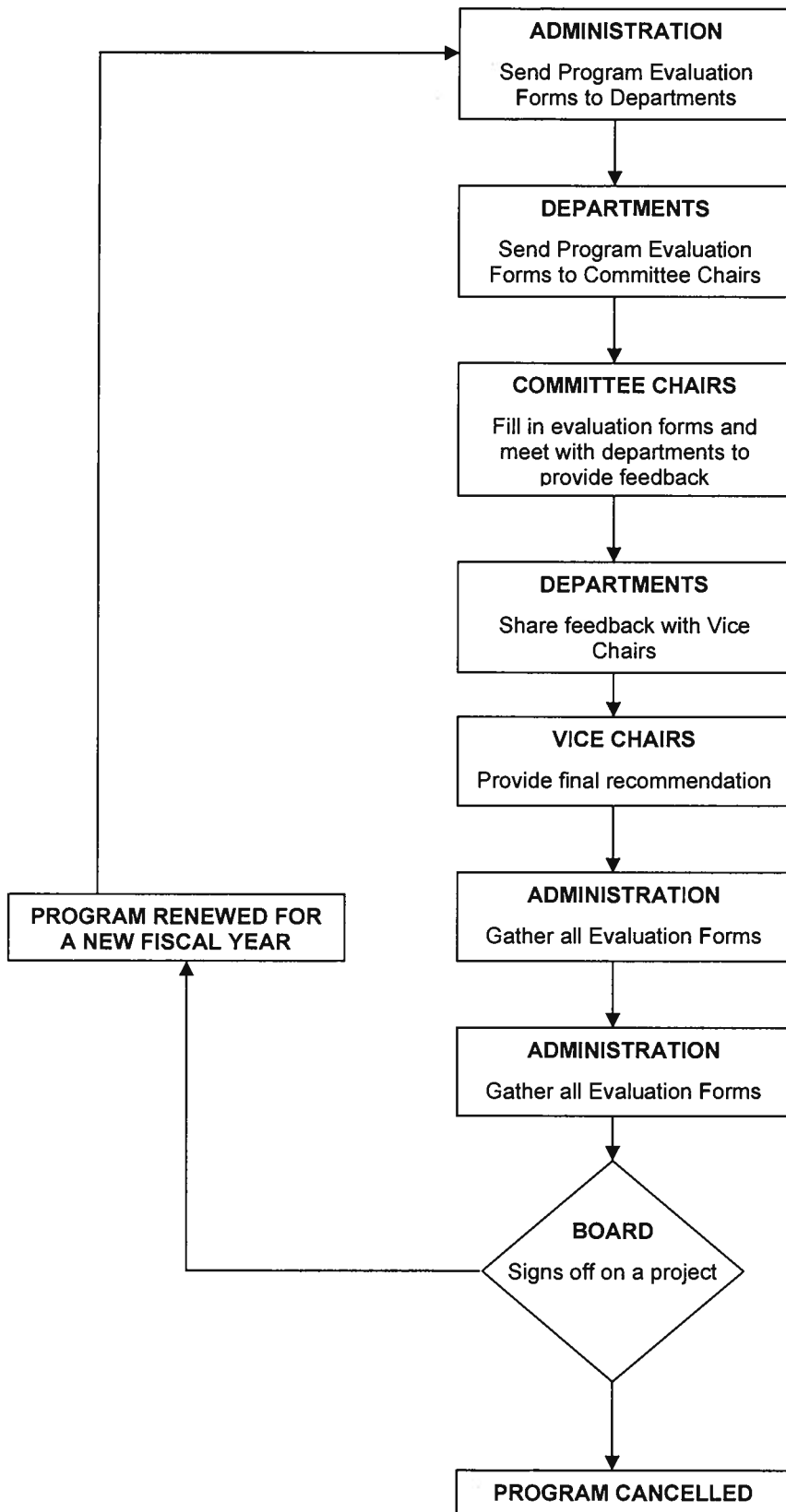
Program/Service/Committee	#Committee Members	#Event Attendees		2007-2008 Budget/Plan			2007 Actual			Media Cover.	Staff Time	Vol. Time	Difficult to find Vol.	Rel. to Mission	Important for Sales & retention	Mem. React.	Notes	Committee Chair(s)
		Member	Non-Member	Income	Expense	Net	Income	Expense	Net									
GOVERNMENT AFFAIRS																		
Business Advocacy Council																		
Day in Frankfort																		
Environmental Issues																		
Healthcare/HR/Labor Employment																		
Taxation Issues																		
Transportation/Infrastructure																		
Washington DC Fly-In																		
Bus/Government Exchange																		
Political Involvement																		

Fig. 1 Government Affairs - Program Evaluation Form

The Committee Chairs complete the forms and provide feedback to the departments for a final portfolio review with the Vice Chair. Feedback includes suggestions for improving, expanding, or even cancel a program.

During the Board retreat, the Vice Chairs, supported by staff members, provide the Board members with insights on the programs they are responsible for. The Board is the final entity responsible to cancel a program (see flow-cart) 1. The following committees have been dissolved during last review:

- Teacher Leadership Northern Kentucky
- Job Fair Planning



Flow-Chart 1. Committees Evaluation/Dissolution Process