

COMMITTEE HANDBOOK 2016 - 2018



PURPOSE

Committees help to organize the most important work of the Chamber. They serve as the clearinghouse for all priorities and suggestions which are or should be receiving attention by the Chamber. With dedicated Chairs serving in a leadership capacity, each committee does important work in support of the strategic mission of the Chamber.

THE CUYAHOGA VALLEY CHAMBER OF COMMERCE

The Cuyahoga Valley Chamber of Commerce is one of the largest chambers in Northeast Ohio, representing six communities in the Cuyahoga Valley Region: Brooklyn Heights, Cuyahoga Heights, Independence, Seven Hills, Valley View and Walton Hills.

The members of the Chamber represent a diverse cross-section of the Cuyahoga Valley: entrepreneurs, small business, large corporations, manufacturing, villages, cities, education, retail, banking, hospitality services and many more. Members enjoy many benefits, programs and resources to help grow their companies as well as opportunities to enjoy group savings on healthcare insurance and workers compensation premiums.

The Chamber offers ample opportunities to build business-to-business relationships, champion business interests and promote economic development in this area. Through our membership in the Northeast Ohio Area Chamber of Commerce (NOACC), our members can connect with more than 35,000 businesses throughout Northeast Ohio.

VISION

The vision of the Cuyahoga Valley Chamber of Commerce, through efforts of advocacy, community engagement, economic development, and education is to maximize the competitiveness and the economic strength of the businesses and communities in and around the Cuyahoga Valley region.

MISSION

The Cuyahoga Valley Chamber of Commerce's mission is to build and strengthen relationships among businesses and the communities in and around the Cuyahoga Valley region by:

Promoting economic development initiatives that cultivate a business climate that creates jobs, strengthens investment, and embraces technology to improve the economic prosperity of the region.

Serving, representing, and enhancing business growth and success in the Cuyahoga Valley region by providing opportunities for businesses to advocate, grow, learn, and network.

Utilizing our pool of emerging, talented and diverse leaders to drive regional commerce and collaboration to make the Cuyahoga Valley region a better place to live, learn, work and play.

VALUES

The Cuyahoga Valley Chamber of Commerce:

- Provides Value to Members... focusing on educational programs and services that contribute to the success of the members and their businesses
- Strengthens Community Involvement... supports decision-making that encourages growth and fosters a high ranking quality of life for all residents of the region
- Promotes and Enhances... a vibrant, diverse and sustainable economy by growing and retaining our existing businesses and recruiting new industry to the region
- Supports and Promotes... public policies that improve the competitiveness of the region and the state.

ROLES & RESPONSIBILITIES

Board of Trustees

The Board of Trustees is the governing body of the Chamber. Board Members determine the policies and procedures of the organization and assure that sufficient financial resources are available to carry out those policies. Members are expected to contribute to and participate in Board and Chamber activities. In addition to participating in Board meetings, Members should agree to accept additional specific tasks:

- Serving on a committee
- Recruiting new Members
- Working on Member retention through personal contacts

Committee Chairs

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

ROLES & RESPONSIBILITIES

Committee Members

Committee members are expected to actively participate in the work of the committee, provide thoughtful input to deliberations and focus on the best interests of the Chamber and committee goals.

Specific responsibilities include:

- Attend committee meetings
- Carry out individual assignments made by the committee chair (such as taking minutes and notes from meetings)
- Participate in committee discussions and decisions
- Review all material prior to meetings
- Attend appropriate chamber functions and events

Staff Members

Staff Members work with Committee Chairs to develop goals and objectives for programs and projects. They oversee the actions of the committees and ensure that Chamber policies and procedures are being followed. Staff members maintain agenda, minutes, committee budgets and financial records.

EXPECTATIONS

Below are a set of expectations committee members have of the Chamber:

- Volunteer time should be used wisely, not wasted on tasks which could be more efficiently handled by staff
- Volunteers should provide input or direction on options and recommendations from staff with the necessary background or research provided
- Staff should provide direction of the volunteers based on professional judgment, and Chamber policies and procedures

COMMITTEES

Board Of Trustees

Made up of community leaders to carry out the business of the Chamber according to the Code of Regulations. Meets nine times a year and the President is the Chair.

By-Laws

This committee meets annually to review the By-Laws and propose changes as needed.

Executive

The Executive Committee is made up of the officers elected to the Board of Trustees, Immediate Past President, Secretary, Treasurer and three at large members appointed by the Board of Trustees. It shall possess and exercise the powers of the Board of Trustees between meetings of the Board. This committee meets monthly, as needed.

Finance

The Finance Committee is the oversight for the development of information pertaining to all financial and payroll record keeping systems, policies and procedures. The committee meets 11 times a year and the Treasurer is the Chair.

COMMITTEES

Golf Outing

The Golf Outing Committee is responsible for planning the annual networking and fundraising event. This committee meets as needed.

Government Affairs, Advocacy & Development

This committee is proactive in understanding the concerns and needs of the Chamber community and collaborates with state and local government elected officials and various agencies to serve as an advocate for area businesses. This committee meets as needed.

Marketing & Communication

The Marketing and Communication Committee acts as the oversight for planning and implementing an ongoing marketing and communications program that meets Chamber membership retention goals and ensures an effective internal communications program. Committee meets monthly.

Membership Oversight

Membership Oversight acts as the oversight for the development and implementation of the policies and procedures pertaining to the retention and growth in the organization. Committee meets six times a year and a Community Liaison is the Chair.

COMMITTEES

NextGen Cuyahoga Valley

NEXTGEN Cuyahoga Valley assists with the direction of the young professionals group from an employee retention and attraction perspective.

Scholarship

The Scholarship Committee provides support and encourages students in the Cuyahoga Valley region to continue their higher education. The Chamber provides annual scholarship awards to qualifying applicants. The committee meets once a year.

Strategic Planning

The Strategic Planning Committee is responsible for the direction of future activities, and reviews and recommends policy and action to the Board of Trustees relevant to the future of the Chamber.

FREQUENTLY ASKED QUESTIONS

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

Yes, only members of the Cuyahoga Valley Chamber of Commerce can serve on committees. At times it may be appropriate to bring a guest to a committee meeting.

Who prepares meeting agendas?

The Committee Chair prepares the agenda under the guidance of the Executive Director.

Who sends out the meeting notices?

The Committee Chair sends out the meeting notices prior to the committee meeting.

Is there an attendance policy for committee members?

Any committee member who consistently misses meetings will receive a personal call from the Committee Chair. The Committee Chair will find out why the Member has not been in attendance and ask if they want to continue to be part of the committee. The Chairperson will keep the Executive Director and Board President informed of any attendance issues.

FREQUENTLY ASKED QUESTIONS

How long should a meeting last?

Most meetings should be completed within one hour. If a meeting is anticipated to be longer than an hour, the Chair shall notify members.

Can non-members be solicited for sponsorships or vendors for events?

It is the preference 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 Chamber policy to do business with Chamber members only, if possible.

How does a committee budget work?

The Committee Chair assembles a draft budget for the committee/program to be submitted to the Finance Committee. 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.

FREQUENTLY ASKED QUESTIONS

Who develops press releases and other marketing for events/programs?

Staff members coordinate marketing material including press releases for committee-related programs and events as well as responses to the media.

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

Committee members can submit an article or information to the Chamber's staff for approval. Information on the website can be posted but it must be submitted to staff for final approval.