



Loudoun County Chamber of Commerce Committee Operating Policies

Volunteers are the lifeblood of the Chamber, serving in leadership and on various committees to provide the resources, talent, ideas and energy needed to grow and sustain Loudoun's economy and quality of life.

General Policies for Committees:

Committees are the primary vehicles for creating member engagement and for developing and delivering the value that the Loudoun Chamber provides to our members.

The work of Committees must be focused on its Mission/Purpose Statement and on creating tangible impact on the business environment and quality of life in Loudoun, in alignment with the Chamber's own Mission and Vision, standing policies and bylaws.

Committees may propose additional Policies that, when approved by the Board of Directors, become an addendum to this document. All Committees will adhere to these requirements:

1. Composition – Each Committee will:

- a. Be led by a Chair and Vice Chair, who also serves as Chair-elect;
- b. The Committee Chair and Vice Chair must be approved by the Chair of the Chamber's Board of Directors and President & CEO.
- c. Be supported by a staff liaison, who will work with the Chair and Vice Chair to set the time, date and agenda for each Committee meeting;
- d. Have at least one Board member and will make periodic reports to the Board regarding the Committee's work;
- e. Require all members to be an employee, owner or Board member of a Loudoun Chamber member. Exceptions to this rule require approval of the Chamber President;
- f. Be open to every Chamber member in good standing, without prior approval.

2. Meetings:

- a. Standing Committees will meet on a monthly basis, and those meetings will be scheduled at the beginning of the calendar year, for the entire year;
- b. The Chairs and Vice Chairs of the event committees will establish a meeting schedule required to produce a successful event;
- c. All committee meetings must:
 - i. Be accessible to all Chamber members and their engagement, either through physical or virtual accommodations;
 - ii. Have an agenda provided to all committee members at least three days in advance;



- iii. Provide meeting notes of each meeting, to include a brief summary of the agenda items discussed, decisions made and action items assigned, taken by the staff liaison or the Vice Chair.

3. Leadership roles:

- a. The role of the Committee Chair is to:
 - i. Oversee the committee's strategic plan development;
 - ii. Set the agenda for and run the committee meetings;
 - iii. Lead the program and budget development for the committee's special events;
 - iv. Establish, as needed, subcommittees or ad hoc groups to address special projects of the Committee.
- b. The role of the Committee Vice Chair is to:
 - i. Partnership with the Chair to help achieve the Committee's Mission;
 - ii. Assist with the accomplishment and follow-up of action items;
 - iii. Lead meetings of the Committee and subcommittees, in the Chair's absence.

4. Terms:

- a. Chairs and Vice-chairs are appointed to lead their Committee for a term of two years;
- b. Unless they are selected to complete the unfinished term of an existing Chair or Vice Chair, leadership terms begin in January. That term may be renewed by the Board if a new Chair is not available;
- c. Vice Chairs (Chair-elect) should be selected at least one year in advance of their Chair term to serve alongside the current Chair for a year;
- d. Past Chairs are encouraged to remain on Committees after their terms expire and are eligible to serve again as Chairs after their successor's term expires, or in the case of a Chair's resignation, with at least a one-year exclusion period.

5. Staff Liaison:

- a. A Staff member is assigned to assist the work of Committees, backed by other staff members as needed;
- b. The staff liaison is responsible for working with the Committee Chair to develop agendas, meeting invitations and taking and distributing meeting notes.
- c. Staff liaisons are also responsible for managing the committee's budget and coordinating staff services the group needs to accomplish its goals;
- d. Committee liaison will be responsible with working with other appropriate Chamber staff to manage the Committee's marketing, membership and registration needs.

6. Reporting:

- a. The staff liaison will prepare and distribute the notes from each meeting.



- b. The staff liaison will assist the Chair in preparing monthly summaries of the Committee's work for distribution to the Board;
- 7. Annual Business Plan & Budget:**
 - a. Committee Chairs and Vice Chairs will work with Chamber Finance Staff to prepare proposed annual budgets for consideration by the Board of Directors;
 - b. The staff liaison will facilitate each Committee's annual planning process with the Chair and the Chamber's Finance staff. These plans, including the committee's budget, will become part of the Chamber's annual business plan;
 - c. The staff liaison is responsible for overseeing the Committee's budget, including revenues and expenditures relating to projects and/or events;
 - d. Budget results will be reported to the Committee on a monthly basis or as needed.
- 8. Financial Management:**
 - a. All Committee expenditures must be approved by the Board of Directors as part of the annual budget process. The appropriation of these expenditures must be approved by the Chamber President at the time of expenditure.
 - b. Net proceeds from every Committee go into the Chamber's General Fund to serve the needs of the organization.
 - c. Committees may make requests for financial support for new initiatives as part of the annual budget process. Special requests made outside of the annual budget process should be made in writing to the President.
 - d. All requests to support nonprofit organizations through Committee activities must be submitted to the Chamber President for approval by the Board of Directors.
- 9. Accountability:**
 - a. The Committee Chair is accountable to the Chamber's Board of Directors.
 - b. Committee members are accountable to the Committee Chair and to each other.
- 10. Use of Chamber brand identity:**
 - a. In all marketing materials, print or electronic, the Chamber name and identity must be included in first reference. For example, "Loudoun Young Professionals, a Committee of the Loudoun County Chamber of Commerce" is the correct first reference. After the first reference, the Chamber does not have to appear.
 - b. Unique or individual Committee logos are not allowed.
- 11. Creation and Dissolution:**
 - a. All Committees may only be established or dissolved by a majority vote of the Chamber's Board of Directors.



12. Special Circumstances:

- a. When a Committee member may have a real or reasonably perceived conflict regarding a decision being made by their Committee, whether personal or business, the member must recuse him/herself from the decision.
- b. Each Committee may adopt an attendance standard and drop members that are not participating. No attendance standard shall call for a member to be dropped for anything less than three consecutive unexcused absences from monthly meetings.
- c. Committee Chair or staff liaison is responsible for notifying Committee members with two unexcused absences in a row to determine if they wish to continue.

Agreed to by:

Committee Chairman's Name/date