



# COMMITTEE HANDBOOK



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## Table of Contents

Mission Statement:.....	3
Vision Statement: .....	3
About the Chamber:.....	3
BY LAW PURPOSE OF COMMITTEES .....	3
CODE OF CONDUCT POLICY .....	4
COMMITTEE STRUCTURE .....	5
AMBASSADORS .....	6
CHAMBER CIRCLES .....	9
CREATING MEMBER VALUE .....	9
GEORGETOWN DEVELOPMENT ALLIANCE.....	10
GEORGETOWN BRIDAL SHOW .....	10
GOLF TOURNAMENT .....	11
HEALTHCARE ALLIANCE.....	11
LEADERSHIP GEORGETOWN COMMITTEE .....	12
JUNIOR LEADERSHIP GEORGETOWN COMMITTEE.....	12
MANUFACTURING ALLIANCE .....	13
MILITARY AFFAIRS.....	14
WORKFORCE DEVELOPMENT ALLIANCE .....	14
LEADERSHIP GEORGETOWN ALUMNI.....	15
APPENDICES AND SUPPORTING DOCUMENTS .....	15
APPROVAL AND CHANGES .....	16
ACKNOWLEDGE AND AGREE TO COMMITTEE CODE OF CONDUCT .....	16



## **Mission Statement:**

To facilitate economic success for our community through advocacy, education and collaboration.

## **Vision Statement:**

A Chamber of Excellence committed to economic development, education, healthcare and public safety.

## **About the Chamber:**

The Georgetown Chamber of Commerce is an independent, not-for-profit 501(c)6 organization that unites more than to 1,000 members businesses and professionals in an effort to help member businesses become more profitable, thereby expanding the economy of the area.

The Chamber does this by:

- Promoting member businesses and responsible economic development;
- Providing leadership in business activities;
- Communicating timely information;
- Creating a forum for understanding and articulating member perspectives on key

## **BY LAW PURPOSE OF COMMITTEES**

Article 7 of the Chamber's By-Laws defines certain responsibilities with committees.

### **Standing Committees 7.01**

The following committees, other than Executive Committee, which is compiled of officers, will be appointed at the January meeting of the Board by the Board Chair:

- (a) Finance Committee - This committee is chaired by the Treasurer and will include additional Board of Directors as recommended by the Board Chair. The Finance Committee is responsible for financial oversight of the corporation. Activities include: 1) Reviewing revenue forecasts and expenditure plans presented by management; 2) Making recommendations to the board for approval of an annual budget at the December meeting of the Board; 3) Recommending selection of an independent auditor each year; 4) Reviewing the annual audited or reviewed financial statements with the auditor; 5) Overseeing the establishment & review of sound financial policies and internal controls; 6) other finance-related tasks as determined necessary by the Board Chair.

(b) HR and Governance – This committee is chaired by the Immediate Past Board Chair and will include additional Board of Directors as recommended by the Board Chair. The HR and Governance Committee is responsible for the review of internal policies related to governance and personnel to include 1) Annual review of the President’s Manual 2) Bi-Annual review of the staff salary schedule 3) Review of additional policies related to HR and Governance as needed.

(c) Governmental Affairs - This committee is chaired by a member in good standing and will include a minimum of nine (9) members of the organization as recommended by the Board Chair. The Chairman of the Board and Vice Chair of Be the Voice of Business are ex-officio members of the committee with voting rights. Governmental Affairs is responsible for identifying and analyzing issues impacting Georgetown and the business community; taking advocacy positions on those issues and communicating the committee’s viewpoint to the Board of Directors for Board approval.

(d) Nominating Committee - A nominating committee as defined in section 5.03 of the by-laws.

### **Additional Committees 7.02**

The Board Chair may create additional ad hoc committees and task forces (collectively, “Additional Committees”) to carry out the Program of Work and appoint their respective chairs and members and delegate their respective voting procedures; provided that the creation of any Additional Committees and committee chair shall be subject to approval by the Board of Directors. Committee appointments shall be at the will and pleasure of the Board Chair and shall serve concurrent with the term of the Board Chair, unless, a different term is approved by the Board of Directors. All committee chairs are required to sign a code of conduct as approved annually by the Board of Directors.

### **Limitation of Authority 7.03**

No action by any committee shall be binding upon, or constitute an expression of, the policy of the Chamber until it shall have been approved the Board of Directors. Committees shall be discharged by the Board Chair when their work has been completed and their reports accepted, or when, in the opinion of the Board of Directors, it is deemed wise to discontinue the committee.

### **Members of the Committee 7.04**

Any members or chairs of a committee must be members in good standing of the organization. The Board Chair is a voting member of all committees. The President and CEO shall be a non-voting member of every committee.

## **CODE OF CONDUCT POLICY**

### **Committee Members agree:**

- To act in the best interests of, and fulfill their obligations to the Georgetown Chamber of Commerce and its members;
- To act honestly, fairly, ethically and with integrity;
- To conduct themselves in a professional, courteous and respectful manner;
- To comply with all applicable laws, rules and regulations;
- To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
- To act in a manner to enhance and maintain the reputation of the organization;

- To disclose potential conflicts of interest that they may have regarding any matters that may come before the Committee, and abstain from discussion and voting on any matter, in which the director has or may have a conflict of interest;
- To make available to and share with staff any information that may be appropriate to ensure proper conduct and sound operation of the organization's governance and management;
- To respect the confidentiality of information relating to the affairs of the organization acquired in the course of service, except when authorized or legally required to disclose such information;
- To not use information acquired in the course of service for personal advantage;
- To not violate any federal, state or local laws governing the organization and to understand and adhere with all governing documents applicable to the organization.

A committee chair who has concerns regarding compliance with this Code of Conduct should raise those concerns with the Chairman of the Board and President. In the extremely unlikely event that a waiver of this Code for a committee chair would be in the best interest of the organization, it must be approved by the unanimous vote of the Board.

Committee Chairs will annually sign a confirmation that they have read and will comply with this Code.

## COMMITTEE STRUCTURE

A typical ad-hoc committee will be structured with the following. This does not apply to standing committees as defined in the by-laws.

### Committee Chair

The Committee Chair or Co-Chair will be annually approved by the Board of Directors. The Chairperson works with staff, studies the goal(s) of the committee, and corporates with the appropriate Vice Chair. The committee chair recruits individuals for committees whose skills will help.

### Length of Committee Chair Term

Committee chairs are approved by the Board of Directors annually. A committee chair may serve up to two consecutive years as the sole chair or four consecutive years if the committee has co-chairs. A committee chair selected to fill an unexpired term can serve no more than three total years as the sole chair or five years if the committee has co-chairs.

### Committee Members

Members of the Chamber can express an interest in being a member of a committee by following the qualifications for each committee. A committee member is deemed a member of a committee upon completing committee orientation, attending their first meeting, meeting the qualifications, and acknowledging the code of conduct in writing.

### Attendance

A committee member recognizes there is an expectation to attend committee meetings. In most cases, committee members are expected to attend a minimum of 50% of the committee meetings.

### Removal of a Committee Member

A committee member is deemed removed from a committee if they are not a member of the Chamber in good standing.

Violations of the code of conduct policy can lead to removal of a committee chair and/or committee member by a majority vote of the Board of Directors.

## Meetings

The majority of time and location of the committee meets can be located on the Chamber's website. The Chamber's closed committee meetings will provide date and time to committee members via email.

## Staff Liaison

Each committee is assigned a staff member to assist with the overall function of the committee and monthly reporting.

## Reporting

The staff liaison and committee chair for each committee are responsible for providing updates to the Vice Chair as needed. The Vice Chair includes relevant information in their report to the Board of Directors.

# AMBASSADORS

## Purpose Statement

This networking arm of the Chamber serves as a liaison between the Chamber staff, Chamber members and community.

## Goals

The Ambassador Program's goal is to develop a core group, representative of the membership, who:

- Actively welcome and support new and current members of the Georgetown Chamber of Commerce
- Recruit new members to the Chamber
- Recruit new Ambassadors to the committee
- Volunteer at Georgetown Chamber of Commerce events
- Maintain the point system expectations
- Are enthusiastic, positive, and outstanding examples of the business community
- Support staff activities
- Promote the mission of the Chamber and the Chamber's events throughout the community

## Composition

The committee shall consist of no minimum number of members. The committee is open to all Chamber members in good standing.

## Leadership Structure

Chair(s)

The Chair(s) will be responsible for running the monthly meetings and executing the leadership of the committee. Ambassador Chair(s) are appointed by the Board of Directors and can serve no more than three (3) consecutive years.

### Captain(s)

The Ambassadors will have four Captains. Captains are the four highest earning Ambassadors from the previous year that 1) are not an Ambassador chair 2) agree to serve. Captains provide encouragement to their team members.

### Team(s)

Each Ambassador is annually placed on a team in January by the Team Captains through a system that divides each Ambassador based on their point total from the previous year (see appendix).

Teams are to encourage one another to be active Ambassadors and serve as an additional level of accountability.

Ambassadors who join the committee during the calendar year are placed on a team via the following 1) they join the team of the Ambassador who recruited them 2) they join the team with the least members of Ambassadors

### Ex Officio Members of the Ambassador Committee

The Chairman of the Board and Vice Chair of Creating Value Member (Georgetown Chamber of Commerce Board of Directors) are ex-officio members of the Ambassador Committee with full voting rights.

The Membership Manager and President and CEO also serve as ex-officio members with non-voting rights.

### **Consideration for Membership**

Prospective committee members can apply for the committee by notifying the Chamber office or Committee Chair in writing with a completed Ambassador Application. Applications are re-submitted annually.

### **Terms of Office**

Committee members do not have term limits but must maintain the point system as defined in this document.

### **Qualifications**

The Ambassador Committee Members are expected to attend multiple events each month.

### **Monthly Meetings**

The Ambassador Committee typically meets the first Wednesday of each month. Ambassadors are encouraged to attend the meetings to obtain valuable updates on the committee and Chamber.

### **Attendance**

As defined in the point system expectation, an Ambassador must accumulate 12 points each quarter. Additionally, an Ambassador must be a Chamber member in good standing and attend a minimum of one event per month.

### **Point System**

#### **Point Accumulation**

An Ambassador earns points on the following scale:

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- 1 Point: Attend a Chamber event
- 2 Points: Volunteer at a Chamber event (per day) / Attend out of town event
- 3 Points: Recruit a new Member to the Chamber
  - Ambassador’s name must be included on the new member’s application for full 3 points

The Ambassador Committee can approve additional points for other volunteer Chamber endorsed activities (i.e. Small Business Saturday) or for certain Chamber events that require additional travel.

### Point System Expectation

An Ambassador must accumulate 12 points each quarter. Ambassadors who do not meet the point system expectation will have 90 days to meet the qualifications before being removed from the Ambassador program.

## Recognition

### Ambassador of the Month

An Ambassador of the Month will be recognized at each meeting. The award is given to the Ambassador who accumulated the most points the previous month. A runner up will also be recognized as the Ambassador who accumulated the second most points.

### Ambassador of the Year

An Ambassador of the Year will be recognized at the annual Banquet in January. The award is given to the Ambassador who accumulated the most points the previous year.

### Team of the Year

An Ambassador Team of the Year will be recognized at the annual Banquet. The award is given to the Ambassador Team who collectively accumulated the most points the previous year. Each member of the Team that has met the point expectations for all four (4) quarters will receive a credit equal to the price of one (1) ticket at the Banquet. The credit is valid towards an individual ticket, table or sponsorship at that years Banquet.

## Appendices

### Ambassador Application

An Ambassador Application is kept on file for informational purposes. It includes contact and biography information on each Ambassador.

### Ambassador Team Selection

Ambassadors are selected utilizing a “snake draft” designed to spread the point rankings evenly among the teams. Sample:

	TEAM CAPTAINS			
	1	2	3	4
Point Ranking	8	7	6	5
	9	10	11	12
	16	15	14	13

*Four Highest Points from Previous Year*

# CHAMBER CIRCLES

## Purpose Statement

The purpose of this committee is to discuss ways to improve Chamber Circles.

## Goals

The committee's goals are to:

- Review attendance from the various Chamber Circles
- Provide input on ways to increase attendance at the Circles
- Support staff activities

## Composition

The closed committee shall consist of the committee chair overseeing the Chamber Circle program, a Chamber liaison, and the hosts of the various Chamber Circles. The committee chair and staff liaison can approve additional members for the committee if they assist in the completion of the goals of the committee.

## Qualifications

In order to participate in this closed committee, an individual must be the host of a Chamber Circle, the committee chair overseeing Chamber Circles, a staff liaison, or the Chamber President & CEO.

# CREATING MEMBER VALUE

## Purpose Statement

The purpose of this committee is to review survey results and discuss how to improve upcoming monthly programs.

## Goals

The committee's goals are to:

- Review survey results from the month's events to determine ways to enhance future programs
- Provide input on speakers/ topics
- Support staff activities

## Composition

The committee is restricted to the Vice Chair of Creating Member Value, a Chamber staff liaison, the Chamber President & CEO, and the event co-chairs from Face 2 Face Speed Networking, Ambassador Committee, Business Network Lunch, Breakfast Links, and Lunch & Learn.

## Qualifications

In order to participate in this closed committee, an individual must be an event chair of a recurring Chamber event, the Vice-Chair of Creating Member Value, a staff liaison, or the Chamber President & CEO.

# GEORGETOWN DEVELOPMENT ALLIANCE

## Purpose Statement

The Georgetown Development Alliance's (GDA) purpose is to identify and analyze issues impacting residential and commercial real estate developers within the Georgetown community.

## Goals

The GDA's goals are:

- Provide an open and efficient line of communication between City staff and the development community;
- Engage staff and elected officials in the decision-making process for legislation impacting the development community;
- Provide timely and accurate information to our membership for issues related to development.

## Composition

This program is restricted to members actively involved in real estate development and related professions and industries. There is not a formal planning committee associated with this program. Meeting topics and speakers are decided on by the Chamber President & CEO and the GDA Chair. The committee chair and staff liaison can approve additional members for the program if they assist in the completion of the goals of the committee.

## Qualifications

In order to join this closed committee Georgetown Development Alliance, prospective committee members must apply for the meeting notifications by notifying the Chamber office or Committee Chair in writing.

# GEORGETOWN BRIDAL SHOW

## Purpose Statement

This committee serves as a liaison between Chamber staff, Chamber members, and the wedding industry.

## Goals

The committee's goals is to develop a group of those in the wedding industry or interested in the industry who:

- Provide input and advice on how to make the show attractive to brides
- Provide input and advice on making the show attractive to vendors and sponsors
- Assist with the marketing of the show
- Recruit vendors and/or brides
- Support staff activities
- Are enthusiastic, positive, and outstanding examples of the business community

## Composition

The committee is open to all Chamber members in good standing.

## Qualifications

In order to join the Georgetown Bridal Show Committee, prospective committee members must apply for the meeting notifications by notifying the Chamber office or Committee Chair in writing.

# GOLF TOURNAMENT

## Purpose Statement

The Golf Tournament Committee's purpose is to help plan the Georgetown Chamber of Commerce's annual golf tournament. The event typically takes place the 2<sup>nd</sup> Friday in May.

## Goals

This committee's goal is to develop a group of golfers or those simply interested in helping plan the tournament who:

- Provide input and advice on how to make the tournament attractive to golfers
- Provide input and advice on making the tournament attractive to sponsors
- Assist with the marketing of the tournament
- Recruit players and/or sponsors
- Contact local golf courses about prize donations for the Chamber tournament
- Support staff activities

## Composition

The committee is open to all Chamber members in good standing.

## Qualifications

Knowledge and general interest in meeting the goals of the Chamber's Golf Tournament. In order to join the Golf Tournament Committee, prospective committee members must apply for the meeting notifications by notifying the Chamber office or Committee Chair in writing.

# HEALTHCARE ALLIANCE

## Purpose Statement

The mission of the GHA is to improve the quality of healthcare in our community by fostering collaboration between local service providers, building consumer trust, increasing awareness, and providing educational resources.

## Goals

The Healthcare Alliance has identified goals as following:

- Identify and engage local service providers by understanding what is in the healthcare market
- Increase multi-agent projects

## Composition

The committee is restricted to members who are in healthcare and other related services. The committee chair and staff liaison can approve additional members for the committee if they assist in the completion of the goals of the committee.

## Qualifications

Knowledge of or interest in Healthcare related topics. Prospective committee members can apply for the meeting notifications by notifying the Chamber office or Committee Chair in writing.

# LEADERSHIP GEORGETOWN COMMITTEE

## Purpose Statement

The Leadership Georgetown Committee plans the annual Leadership Georgetown program which identifies and develops talented and committed citizens who aspire to provide leadership in Georgetown's business and community activities.

## Goals

The Leadership Georgetown Committee meets to:

- Review class member applications
- Coordinate sessions
- Review the program and its policies
- Maintain high caliber programs in leadership development

## Composition

The committee is restricted to co-chairs, a staff liaison, and additional members who are all Leadership Georgetown Alumni. The committee chair and staff liaison can approve additional members for the committee if they assist in the completion of the goals of the committee.

## Qualifications

Knowledge of or interest in the growth and goals of Leadership Georgetown Program. Members of the committee must be graduates of Leadership Georgetown. The committee chair and staff liaison can approve additional members for the committee if they assist in the completion of the goals of the committee.

## Appendices

The program policies and details can be found in the Leadership Georgetown Policies and Procedures.

# JUNIOR LEADERSHIP GEORGETOWN COMMITTEE

## Purpose Statement

The Junior Leadership Georgetown Committee plans Junior Leadership Georgetown which is a program created to develop the next generation of Georgetown community leaders.

## Goals

The Junior Leadership Georgetown Committee meets to (1) review class member applications, (2) coordinate sessions, (3) to review the program and its policies, and (4) may meet additionally as deemed necessary by the Committee Chairs.

## Composition

The committee is restricted to co-chairs, a staff liaison, and additional committee members who are all Leadership Georgetown Alumni. The committee chair and staff liaison can approve additional members for the committee if they assist in the completion of the goals of the committee.

## Qualifications

Knowledge of or interest in the growth and goals of Junior Leadership Georgetown Program. Members of the committee should be graduates of Leadership Georgetown. Prospective committee members can apply for the meeting notifications by notifying the Chamber office or Committee Chair in writing.

## Appendices

The program policies and details can be found in the Junior Leadership Georgetown Policies and Procedures.

# MANUFACTURING ALLIANCE

## Purpose Statement

The purpose of the Manufacturing Alliance is to connect and engage local manufacturers in Georgetown. There is not a formal committee for this Chamber program. Meetings are planned by the Chamber President & CEO and the Manufacturing Alliance Chair.

## Goals

The Manufacturing Alliance aligns with the Georgetown Economic Developments goals:

- Support existing manufacturing businesses
- Maintain contact with local manufacturers, identify industry trends and bring in relevant guest speakers
- Plan the events listed below

## Semi-Annual Meetings

The Manufacturing Alliance meets semi-annually to discuss specific issues related to the manufacturing industry in Georgetown.

## Manufacturing Day

Manufacturing day is a celebration of modern manufacturing meant to inspire the next generation of manufacturers. Manufacturing Day provides students in the Georgetown Independent School District experiences focused on our local manufacturing industry, exposure in career pathways, and future employment opportunities. During Manufacturing Day, small groups of students will tour select local manufacturing facilities around Georgetown.

## Composition

The committee is restricted to local manufacturers as well as representatives from the Georgetown Chamber of Commerce, Economic Development, and Austin Regional Manufacturers Association. The committee chair and staff liaison can approve additional members for the committee if they assist in the completion of the goals of the committee.

## Qualifications

In order to join the Manufacturing Alliance, prospective committee members must apply for the meeting notifications by notifying the Chamber office or Committee Chair in writing.

# MILITARY AFFAIRS

## Purpose Statement

The Chamber's Military Affairs Committee focuses on building ties between the business community and local military organizations to include Army Futures Command, Texas Military Forces, and Fort Hood. Its purpose is to promote Georgetown and to engage the greater Georgetown business community to celebrate, support, maintain, and grow the military presence in Georgetown and the surrounding communities.

## Goals

The Military Affairs Committee's goals are the following:

- Enhancing the relationship among Ft. Hood and Georgetown.
- Promoting/enhancing military-local business and community relations.
- Promote events held by organizations who support military and veterans.
- Provide information about Georgetown to Fort Hood for incoming families and those that are separating or retiring and seeking to remain in the area.
- Work with local JROTC programs to provide scholarships to participants and additional exposure to ROTC programs at the colligate level.
- Provide information to Chamber businesses about doing business with Fort Hood and Camp Mabry and assisting businesses with the requirements and process.
- Collaborate with Workforce Development Alliance on the promotion of job opportunities to veterans in Georgetown.

## Composition

The committee is open to all Chamber members in good standing.

## Qualifications

In order to join the Military Affairs Alliance, prospective committee members must apply for the meeting notifications by notifying the Chamber office or Committee Chair in writing.

# WORKFORCE DEVELOPMENT ALLIANCE

## Purpose Statement

The Workforce Development Alliance's (WDA) purpose is to identify and analyze the specific needs of our local workforce. The group organizes multiple programs and events throughout the year that benefit and strengthen the workforce in our community.

## Goals

The committee's goals are to:

- Plan the events listed below
- Serve as a liaison between GISD and the business community to ensure that students are learning the skills needed by the area business community
- Promote opportunities for area businesses to participate in local job fairs
- Determine the needs of the area businesses for education and training of employees

## Career Explore Day

This event targets middle school students and their parents. Scheduled for January, the idea is to show students to various career paths. It was held for the first time in January 2019.

### **Veterans Job Fair**

Held annually, this event helps connect veterans with local businesses that are hiring, especially those business interested in hiring veterans. The last hour of the job fair is open to any job seekers.

### **Youth Job Fair**

Held annually, this event helps connect GISD high school students with local businesses, especially those business interested in hiring students for internships or jobs.

### **Teacher Externships**

This program allows GISD middle and high school teachers and counselors to gain hands-on experience in their field and then take that back to the classroom to incorporate into their lesson plans.

### **Composition**

WDA is open to all members of the Chamber in good standing and consist of standing representatives from the Chamber, City of Georgetown's Economic Development Corporation, Georgetown ISD, and Workforce Solutions.

### **Qualifications**

In order to join the Workforce Development Alliance, prospective committee members must apply for the meeting notifications by notifying the Chamber office or Committee Chair in writing.

## **LEADERSHIP GEORGETOWN ALUMNI**

**Coming Spring 2021**

## **APPENDICES AND SUPPORTING DOCUMENTS**

### **Chamber By-Laws**

The limit and authority of committees are defined in the Chamber By-Laws.

### **Ambassador Application**

This document includes contact and biography information on each Ambassador.

### **Leadership Georgetown Policies and Procedures**

This document includes additional details on the makeup of the annual Leadership Georgetown class and requirements for participation.

### **Junior Leadership Georgetown Policies and Procedures**

This document includes additional details on the makeup of the annual Junior Leadership Georgetown class and requirements for participation.

### **Chamber Organization Chart**

This Chamber Organization Chart provides staff liaison to committees and programs. The organization chart is available online in the Chamber's document library.

# APPROVAL AND CHANGES

## Initial Approval

This Chamber approved this on September 28, 2020.

# ACKNOWLEDGE AND AGREE TO COMMITTEE CODE OF CONDUCT

I acknowledge that I have reviewed and agree to the above **Code of Conduct Policy, Committee Handbook** and been provided a **copy of the Georgetown Chamber of Commerce By-Laws** and reviewed **section 7.02, 7.03 and 7.04** regarding committees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name