

Affiliate Advisory Committee Application Form

Thank you for your interest in serving as a member of the one of our Rockwall Affiliate Advisory Committees with the Rockwall Area Chamber of Commerce. Our Chamber is only as strong as its leadership. Serving on this committee is a rewarding experience and an opportunity for professional growth. As a recognized leader in the business community, we appreciate your willingness to serve. Please complete this brief questionnaire. This form will help you understand the skills and time/resource commitments of this leadership position.

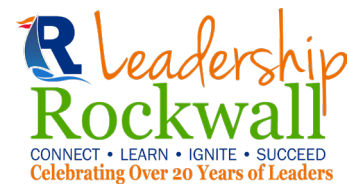
Please return the completed application to the President of the Rockwall Area Chamber of Commerce. This can be scanned and emailed to Communications@RockwallChamber.org or can be dropped off personally at the Chamber. This application will be kept confidential. Applications are used by the Nominating Committee to identify and evaluate potential committee candidates.

Affiliate Advisory Committee Responsibilities

Each position is responsible for soliciting new members, loyalty of current members, sponsorships, speakers, meeting locations and other duties as needed as they come up throughout the year. Committee members are representing the Chamber and will be asked to do so with integrity, honesty, and equity always for the betterment of the group and the Rockwall Area Chamber of Commerce. Committee Members will be required to attend 9 of 12 monthly Advisory Committee Meetings or 75% if not meeting monthly. Upon a fourth missed meeting, the Advisory Committee will vote on accepting the resignation of said Advisory Committee Member.

Meeting dates will be decided by the members of each Advisory Committee at the beginning of the year, intended to stay on a consistent schedule with a virtual option for flexibility. Each committee member is expected to understand the Chamber's program of work and purpose within the business sector and our community. You may be asked to attend Chamber sanctioned functions on behalf of your group as needed and visiting other affiliate groups is encouraged.

Advisory Committee members must be an active Partner of the Rockwall Area Chamber of Commerce in good financial standing. They also must be an active member of the group in question for at least one year and this requirement may be waived with the approval of the Chamber CEO, Staff Advisor and Chair. All members must represent the Chamber to the best of their ability



Advisory Committee Term Limits:

*Members of the Advisory Committee will be selected to serve one-year terms for up to 3 consecutive years. (*if serving as Chair another year may be added to complete the Past Chair role) A one-year break will be required after term served. Individuals may come back and are welcome to re-apply for an additional term.*

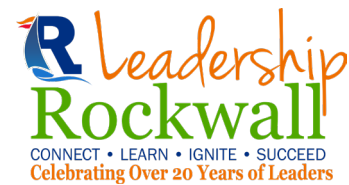
Each Affiliate Advisory Committee consists of a minimum of 7 positions:

- 1) Chair
- 2) Vice Chair
- 3) Past Chair
- 4) Secretary
- 5) Programming
- 6) Communications
- 7) Community Outreach
- 8) Chamber Staff Advisor (appointed by Chamber CEO)
- 9) Additions as needed appointed by Chamber CEO

Individual Advisory Committee Responsibilities & Guidelines:

Chair

- Preside over monthly Advisory Committee meeting with Chamber Staff Advisor
 - Includes creating and distributing agenda and current member list.
- Develop annual budget with the Vice Chair, Staff Advisor and Chamber CEO
 - Budget will be delivered no later than the October Chamber Board of Directors Meeting to Chamber CEO.
- Lead the Committee in organizing an annual membership campaign with a membership drive in January.
- Write an intro message for monthly newsletter
 - To be delivered to the Chamber Marketing and Communications Manager no later than the 30th each month.
- Maintain records of the year's work and committee members
- Coordinating schedule of programming with Programming and Vice Chair
- Send welcome letter to new members



Vice Chair

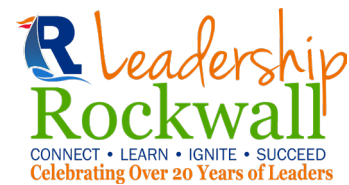
- Coordinating schedule of programming with Programming & Chair
- Responsible for Check-in at in person events
 - May assign to AFFILIATE GROUP member when necessary
- Maintain name tags and membership binder
- Work with Staff Advisor to keep membership data current
- Assist Programming Chair with professional development, social events and other programming
- Work with Staff Advisor to spotlight members
- Send thank you notes to all renewing affiliate members monthly

Community Outreach

- Actively seek out volunteer opportunities
- Schedule one per quarter
- Actively seek out opportunities for AFFILIATE GROUP to have a presence at community events
- Schedule at least two per year
- Work with Programming to develop community drive (Food drive, coat drive, etc.)
- Work with other affiliate leaders to plan annual All Affiliate Program

Secretary

- Records minutes of each Advisory Committee Meeting and ensure general practices are being conducted in accordance with the Rockwall Area Chamber of Commerce
 - Ensures attendance
 - Send Meeting notes after each meeting to Advisory Committee no later than 5 business days after meeting
- If the Chair, Vice Chair and Staff Advisor are unavailable, preside over meetings



Programming

- Works with Chair and Vice Chair to develop schedule of programs to include minimum of
 - 2 Professional Development Opportunities
 - 4 social events
 - 1 signature event
 - 1 philanthropic event / contribution
- Works to ensure that all programming offers the ability for members to connect with other members to promote future referral opportunities.
- Ensures all events not held in the Chamber Innovation Room are held at Chamber Partner businesses
- Work to have diverse and appropriate locations for events

Marketing & Communications

- Responsible for photography and documenting all professional development and social events
- Works with Chamber Marketing & Communications Manager to ensure photos are posted in a timely manner
- Help develop a marketing plan with the Chamber Marketing & Communications Manager and campaign for each program or event

Chamber Staff Advisor

- Works with Chair to receive each Meeting Agenda
- Ensures Group is within guidelines of the Rockwall Area Chamber of Commerce
- Assists in all areas where needed
- Acts as line of communication between Group and Chamber CEO
- Sends membership data to Advisory Committee



Affiliate Advisory Committee Candidate Information

Advisory Committee for Desired position: PWA _____ RVBA _____ SSA _____ YPR _____

Name: _____

Employer: _____

Position/Title: _____

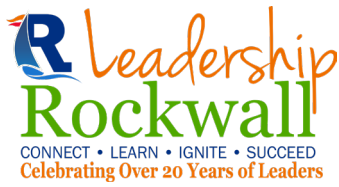
Telephone: _____ Cell: _____

Email: _____

Chamber & Affiliate Participation: _____

Community Activities: _____

Other Memberships, Achievements, etc: _____



Affiliate Advisory Committee Questionnaire

1. Why do you want to serve on an Advisory Committee?

2. How do you feel you could contribute to the success of the Chamber & Affiliate Group?

3. What community issues are you most interested in?

Signature:

Date:
