

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

Name: **Chapter Relations Committee**

Type of Committee: Standing Committee

Purpose/Mandate:

The Committee is responsible for promoting and supporting strong chapters. Current responsibilities and mandate include:

- (a) To help provide strong leadership to the chapters
 - Identify and develop different support mechanisms for chapters (*ie chapter mentorship*)
 - Develop and organize Leaders' Forums twice yearly to ensure chapter needs for education are being met (*topics to be solicited from other national committees in addition to those identified by this committee*)
 - Ensure Chapter Guidelines are an appropriate measurement of chapter requirements and expectations
 - To develop a Code of Ethics for Chapter Administrators

- (b) Review of Chapter Annual Reports
 - Provide annual feedback to chapters based on successes and struggles identified in Annual Reports
 - Based on feedback, create opportunities for chapter development/education
 - Develop system of accountability for failure to meet given standards
 - Responsible for review of chapter annual reports and awarding Chapter of the Year for Tier One and Tier Two chapters, to be recognized at annual national awards banquet
 - Develop a Chapter Speakers List from Chapter Annual Reports
 - To develop a process by which evaluations from Chapter Annual Reports can be provided to CCI National Executive Board on the health of chapters; thereby allowing concerns to be addressed and disseminated to applicable committees for review, assistance, mentoring, and/or policy development

- (c) Communication with Chapters
 - Survey chapters to determine best form of chapter/national relationship
 - Survey chapters for feedback following each Leaders' Forum workshop
 - Assess what resources chapters require
 - Have quarterly updates/calls with Chapter Presidents to discuss issues outside of the Executive Liaison call

- (d) Grant Application Program

- To review grant application business proposals from Chapters for Chapter Assistance Program and provide recommendation to Executive Board
- (e) Develop plans to aid chapters with volunteer recruitment and retention
- (f) To regularly review all chapter relations policies and practices
 - Updating of Chapter Best Practices Manual, as required
 - Determine how to promote availability of Best Practices to chapters

Accountability:

- Committee is responsible to the Executive Board

Membership Composition/Requirements:

- (g) Committee Chair – nominated and elected by the Executive Board
 - One-year term, renewable, and shall stand until their successor is duly appointed
 - To attend the annual Committee Chair orientation teleconference call
 - To attend regular Committee Chair meetings
 - To assist the Executive Board in recruiting additional committee members as required
 - To appoint and oversee any Subcommittee Chairs as required by the committee work
 - Provide regular committee reports for the Spring and Fall National Council meetings
 - Serves as a resource to the Executive Board and keeps the Executive duly informed of any strategic issues of a national nature
 - Sits as a member of the annual National Nominations Committee
- (h) Committee shall consist of a core committee, representing the diversity of CCI, both geographically and membership type
- (i) The Executive Board shall appoint a member of the Executive to be a liaison on the committee who shall be a resource on clarification of the national strategic direction

Meetings

- (j) The committee shall meet 5-6 times annually, in person or teleconference
- (k) Keep minutes of committee meetings, to be posted on the virtual boardroom as a resource for all Council/Executive/Chapter directors

Staff

- (l) Provides support to the committee through full professional and administrative services and as such shall attend all committee meetings and shall be responsible for taking meeting minutes

(November 2015)