

## LEAD Peninsula Alumni Network Servicing Guidance

This document outlines the fundamental principles and general operations structure for the LEAD Peninsula Alumni Network (LPAN). Content is meant to address and support the stand-up phases of the LPAN as well as a robust future state. Document edits should be noted in the version history below and approved with concurrence from LPAN Chair, Chair-Elect, and Chamber Advisors. Current documentation can be found on the Virginia Peninsula Chamber (Chamber), LPAN website: <https://www.virginiapeninsulachamber.com/lead-peninsula-alumni-network/>.

### Version History

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Version	Author/Editor	Edit Notes	Date
V1.0	Jenifer Spratley (Chair), Sarah McCrea (Chair-Elect)	Establishment of Document	9/19/2022
V2.0	Jenifer Spratley (Chair), Sarah McCrea (Chair-Elect), Jaime Parrish (Chamber Advisor), Suzy Johnson (Chamber Advisor)	Review and Formalization of Service Guide	11/14/2022
V3.0	Sarah McCrea (Chair-Elect)	Incorporating Leadership Team final review notes	3/25/2023
V4.0	Sarah McCrea (Chair-Elect)	Incorporating Exit Interview guidance	5/31/2023
V5.0	Jaime Parrish (Chamber Advisor), Sarah McCrea (Chair)	Updating titles, responsibilities, finalizing commitment statement, and incorporation of orientation guidance and succession planning	6/29/2023
V6.0	Jaime Parrish (Chamber Advisor)	Combining of Recruitment Committees	8/2/2023
V7.0	Sarah McCrea (Chair), Bronach Branan (Chair-Elect), Jaime Parrish (Chamber Advisor)	Updates to align to latest LPAN structure and terminology	6/28/2024
V8.0	Bronach Branan (Chair), Jaime Parrish (Chamber Advisor)	Removed Recruitment Committee and absorbed its roles and responsibilities into remaining committees; minor annual updates	5/11/2025

### Mission Statement

The LEAD Peninsula Alumni Network supports the Virginia Peninsula Chamber in its mission to connect business with opportunity and seeks to strengthen the tie between alumni, community, and the Chamber.

### Vision Statement

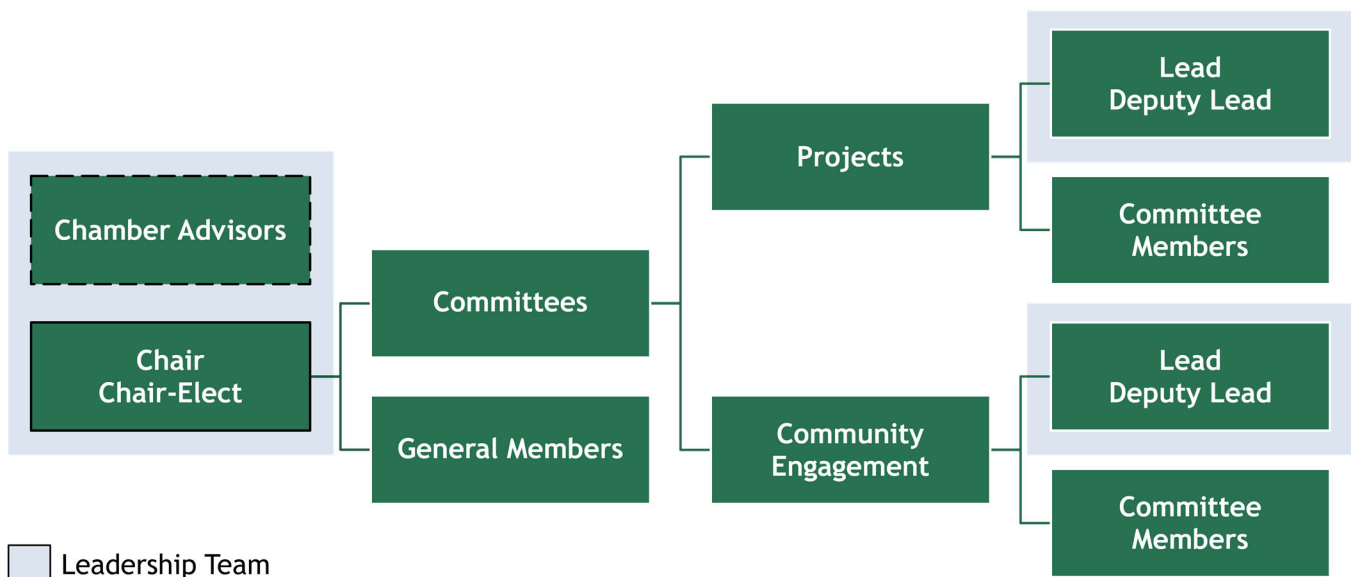
To foster development and retention of talent through engagement and connection across the Peninsula.

### Theme Words

Connect, Support, and Serve

## Structure

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### Chamber Advisor

Initial Advisors for LPAN consist of the:

- Virginia Peninsula Chamber's Director of LEAD Peninsula
- Virginia Peninsula Chamber's Executive Vice President

This role serves as LPAN's trusted advisor, providing insight and guidance aligned to the Chamber's mission, vision, and pulse of Peninsula business community. Chamber Advisors will provide LPAN's Chair, Chair-Elect, and Leadership Team with base-line annual requirements to meet and help guide activities.

### Chair

Appointed by a call for self-nomination, and current Chamber Advisor, Chair, and Chair-Elect selection and concurrence.

### Chair-Elect

Appointed by a call for self-nomination, and current Chamber Advisor and Chair selection and concurrence. The individual assuming this role does so with the knowledge they will assume the role of Chair at the end of the current Chair's term.

### **Lead/Deputy Lead**

Appointed by a call for self-nomination, and current Chamber Advisor and Leadership Team selection and concurrence.

### **Committee Members**

LPAN's General Members are assigned to committees via Leadership Team (Chamber Advisors, Chair, Chair-Elect, and Committee Lead/Deputy Lead) discussion and concurrence.

### **Committees**

A body of LPAN members, led by an appointed Lead and Deputy Lead, delegated to consider, investigate, act on, or report on initiatives driven by and aligned to LPAN's mission and vision.

The entire LPAN membership is not required to be assigned to a committee, but committees should maintain enough members to be effective and efficient, recommending a minimum of 3 members and a maximum of 10 members per committee or a minimum 20-25% of LPAN's total membership should serve on a committee. Committees may evolve or dissolve to best serve the goals of LPAN with concurrence from the Leadership Team (Chair, Chair-Elect, and Committee Leads/Deputy Leads) and Chamber Advisors. LPAN's committees are listed below:

- **Projects:** Recruit volunteers for the annual Poverty Simulation, organizing various volunteer opportunities and related events, recruit LEAD Peninsula graduates to join LPAN, encourage members to join committees, and be an active, value-providing member of LPAN (*reference commitment statement*).
- **Community Engagement:** Assist the Virginia Peninsula Chamber in planning and organizing the Alumni Network social events (2-3 annually), and champion LPAN's events to serve/give back to the Hampton Roads community, recruit LEAD Peninsula graduates to join LPAN, encourage members to join committees, and be an active, value-providing member of LPAN (*reference commitment statement*).
- **Ad Hoc:** Non-enduring effort that needs supporting team to design, plan, recruit participants, implement, concludes, reports out and then dissolves.

### **Leadership Team**

LPAN's Leadership Team consists of the Chair, Chair-Elect, and Leads/Deputy Leads of each formal Committee (Projects and Community Engagement).

### **General/Non-Committee Members**

LPAN members who have paid their dues, and enjoy membership benefits, but are not assigned to/participating on a committee.

## **Freedom of Information and Data Protection**

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Committee Leads in coordination with Chamber Advisor are responsible for recording the decisions made and actions taken by their relevant committee.

Formalized Freedom of Information and Data Protection procedures are not required by the Virginia Peninsula Chamber at this time.

## Chair/Chair-Elect

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### Roles/Responsibilities –

**Chair:** Responsible for overseeing LPAN, supports the Committee Leads/Deputy Leads, serves as an Ex-Officio member on the Virginia Peninsula Chamber's Leadership Committee, and is the liaison for additional Chamber support/duties.

**Chair-Elect:** Responsible for supporting the Chair with all assigned duties, and serves as proxy in Chair's absence.

Additional tasks/terms include, but are not limited to:

- Manage/Post LinkedIn Leader Spotlight of the Month
- Attend Chamber events as Alumni Network Representatives, at no cost\*  
*\*No-cost only applicable to Chair and Chair-Elect*
- Update and monitor LPAN budget
- Prepare and provide quarterly report to Chamber Advisors
- Present "State of LPAN" annually to the Chamber's Leadership Committee
- LPAN leadership succession planning
- Build partnerships with/across other Hampton Roads LEAD Alumni groups
- Seek out Peninsula/Chamber Initiatives that align to LPAN's mission, vision, and resources
- Hold Committee Lead/Deputy Lead Orientation following Lead/Deputy Lead nomination review and selection
- Hold Committee Member and General Member Orientation in Coordination with Project and Community Engagement Committees following Lead/Deputy Lead Orientation
- Present LPAN and its benefits at LEAD graduation ceremony
- Hold Exit Interviews for Lead/Deputy Lead positions when there is a transition (ex. step down or elected official transition, etc.) to promote accountability and knowledge transfer.

## Committee Lead/Deputy Lead

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### Roles/Responsibilities –

- **Projects Lead/Deputy Lead:** Responsible for overseeing the Projects Committee, recruiting volunteers for the annual Poverty Simulation, organizing various volunteer opportunities and related events, recruiting LEAD Peninsula graduates to join LPAN, presenting at member orientation, encouraging members to join committees and be an active, value-providing member of LPAN (*reference commitment statement*).
- **Community Engagement Lead/Deputy Lead:** Responsible for overseeing the Community Engagement Committee, assisting the Virginia Peninsula Chamber in planning and organizing the Alumni Network social events (2-3 annually), champions LPAN's events to serve/give back to the Peninsula community, recruiting LEAD Peninsula graduates to join LPAN, presenting at member orientation, encouraging members to join committees and be an active, value-providing member of LPAN (*reference commitment statement*).
- **Ad Hoc Lead/Deputy Lead:** Defined as needed, based on the activity.

Additional tasks/terms include, but are not limited to:

- Define specific committee orientation and membership guidance and terms of service aligned to the LPAN Commitment Statement.
- Provide committee meeting notes to Chair/Chair-Elect within 5 business days of meetings
- Committee leadership succession planning

- Host a minimum of 6 committee meetings a year
- Provide Chamber Newsletter Content, annually
- Provide Chamber Advisor with Calendar post content for Committee events
- Coordinate Exit Interview with Chair and/or Chair-Elect in the case of stepping down/leaving position.

## Membership of Committees

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### Roles/Responsibilities

All committees should have an agreed membership and terms of service, defined by Committee Lead and Deputy Lead. The Committee's membership list should identify the status and period of office of members if appropriate. Committees normally contain the following categories of membership:

- **Ex-Officio:** members of the committee by virtue of the post they hold (other members are nominated or elected).
- **Member:** Individuals who are formal members of the committee, nominated or elected, and have voting rights to take part in decision-making. Members might have a set period on the committee.
- **In attendance:** Individuals who show relevant interest or by invite to share expertise or offer knowledge when it is required but cannot take part in decision-making.

## Vacancies

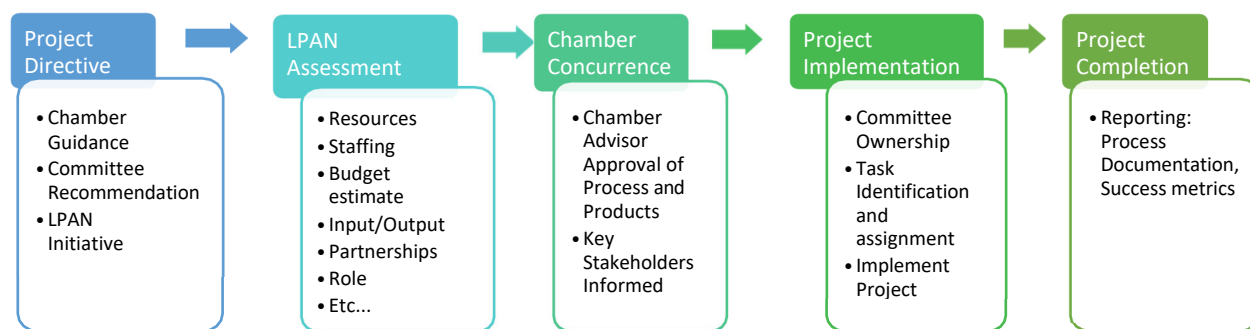
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When vacancies arise on a committee for non-officio members it is important that a transparent approach is used for filling those internal roles, such as expressions of interests and/or elections. For committee vacancies for which Chamber Advisors and LPAN Chair and Chair-Elect are the appointing authority, replacements should be approved by that committee.

- Vacancies for the Chair/Chair-Elect are appointed through self-nomination or recommendation and Chamber Advisor approval.
- Vacancies for Committee Lead/Deputy Lead are filled by self-nomination or recommendation and Chair/Chair-Elect/Lead/Deputy Lead Concurrence, Chamber Advisor awareness.
  - Deputy Lead, default leader in cases of Lead step-down
  - In the case of Leads/Deputy Leads stepping down or transitioning out of their role, an exit interview will be held with Chair and/or Chair-Elect to promote accountability and knowledge transfer.
- Vacancies for committee membership is appointed by Lead/Deputy Lead agreement, with Chair/Chair-Elect and Chamber Advisor concurrence and individual acceptance.

Committees should be mindful of diversity and inclusion in their making of appointments.

## Project Structure/Commerce Engagement Model



*\*Project Structure/Commerce Engagement Model - LPAN defined process to standardize and optimize project/idea implementation.*

## Commitment Statement

The success of LPAN depends on active participation through payment of dues, effective stewardship of the LEAD Peninsula Program, LPAN, and the Virginia Peninsula Chamber, and committed attendance of a variety of meetings.

LPAN Membership is a commitment to the following:

1. Timely payment of annual dues
2. Actively engage with LPAN and its members to support LPAN's mission, vision, and goals; and be an effective advocate of the LEAD Program and LPAN to contribute to their growth and success.
3. Commitment to attend the following regular meeting/event cadence, providing notice of absence –
  - a. Annual Meeting  
*This is a vital event for both the Chamber and LPAN. It is currently held in early December. Please consider this a required meeting if considering a leadership position.*
  - b. 50% of LPAN group/general bi-monthly meetings (maximum of 3 over the course of a year)
  - c. 60% LPAN engagement/project events
  - d. 70% Committee meetings (if applicable) and
  - e. Represent LPAN at 2 Chamber events
4. If life circumstances change and member is no longer able to fulfill these responsibilities, they will take the initiative to talk to the LPAN Chair or Chair-Elect about ability to remain an active member of LPAN.

*\*In the case of Leads/Deputy Leads stepping down or transitioning out of their role, an exit interview will be held with Chair and/or Chair-Elect to promote accountability and knowledge transfer.*

The commitment will be revisited/reviewed annually, aligned with the payment of LPAN dues. The payment of dues represents the member's agreement to the LPAN commitment statement. Failure to meet commitments will be reviewed through the LPAN Leadership Team (Chair, Chair-Elect, and Committee Leads/Deputy Leads) in concurrence with Chamber Advisors. The LPAN Chair will engage with member based on Leadership Teams assessment.

## Reporting/Metrics

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The following bullets are recommendations to standardize and structure LPAN reporting and metric processes.

- Chamber Advisors review Chamber requirements and initiatives annually (May/June following nominations).
- Committees send meeting notes to Chair/Chair-Elect within 5 business days of each meeting
- Chair/Chair-Elect compile committee notes and provide general report to Chamber Advisors quarterly
- Calendar/roster maintained on Chamber site

## Appendices

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As routine documentation is processed, capture template in appendices to provide constancy to future products.

Recommended Templates:

- Sample Agenda
- Sample Notes / Meeting Minutes
- Roster
- Commitment Form
- Chamber Reports
- Exit Interview Question Template

Blank Templates located on a private/shared Google Drive: <https://bit.ly/LPAN-SharedGoogleDrive>.