

## LEAD Peninsula Alumni Network Servicing Guidance

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

### Version History

Version	Author/Editor	Edit Notes	Date
V1.0	Jenifer Spratley (LPAN Chair), Sarah McCrea (LPAN Chair Elect)	Establishment of Document	9/19/2022
V2.0	Jenifer Spratley (LPAN Chair), Sarah McCrea (LPAN Chair Elect), Jaime Parrish (Chamber Advisor), Suzy Johnson (Chamber Advisor)	Review and Formalization of Service Guide	11/14/2022
V3.0	Sarah McCrea (LPAN Chair Elect)	Incorporating Leadership Team final review notes	3/25/2023
V4.0	Sarah McCrea (LPAN Chair Elect)	Incorporating Exit Interview guidance	5/31/2023
V5.0	Jaime Parrish (Chamber Advisor) and 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

### Principles of Network

#### Mission Statement

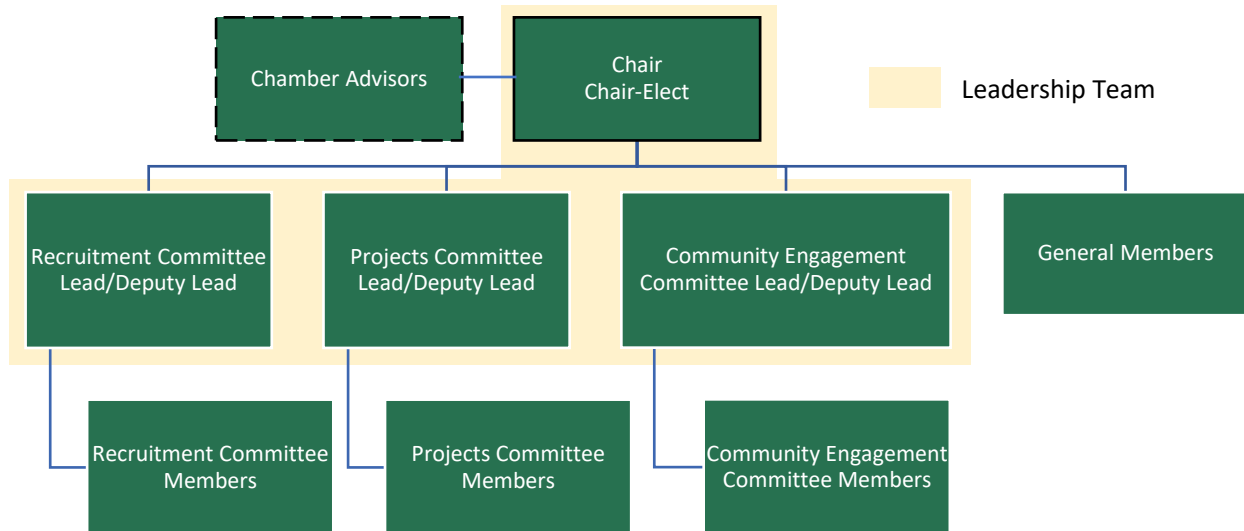
The LEAD Peninsula Alumni Network supports the Peninsula Chamber of Commerce in its mission to connect business with opportunity and seeks to strengthen the tie between alumni, community, and the Chamber.

#### Vision Statement

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

#### Theme Words

Connect, Support, and Serve



**Chamber Advisor**

Initial Advisors for the Organization consist of the:

- Virginia Peninsula Chamber of Commerce’s Director of LEAD Peninsula
- Virginia Peninsula Chamber of Commerce’s Executive Vice President

This role serves as the Organization’s trusted advisor, providing insight and guidance aligned to the Chamber’s mission, vision, and pulse of Peninsula business community. Chamber Advisors will provide the organization’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 concurrence.

**Chair-Elect**

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

**Committee Members**

Organization’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 organization members, led by an appointed Lead and Deputy Lead, delegated to consider, investigate, act on, or report on initiatives driven by and aligned to the organization’s mission and vision.

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 7 members per committee or a minimum 25-33% of the organization's total membership should serve on a committee. Committees may evolve or dissolve to best serve the goals of the organization with concurrence from the Leadership Team (Chair, Chair-Elect, and Committee Lead/Deputy Lead) and Chamber Advisors. The Organization's starter committees are listed below:

- Recruitment: To recruit LEAD Peninsula graduates to join the organization, encourage members to join committees and be an active, value-providing member of the organization (*reference commitment statement*).
- Projects: Recruit volunteers for the annual Poverty Simulation, organizing various volunteer opportunities, and related events.
- Community Engagement: Assist the Virginia Peninsula Chamber of Commerce in planning and organizing the Alumni Network social events (2-3 annually), and champion organization's events to serve/give back to the Hampton Roads community.
- Sub-Committee: Established committee supporting assigned initiatives or standing responsibilities of existing formal committees.
  - Student Profession Development Program: Guide LEAD Peninsula Alumni efforts to help prepare and train the emerging workforce for successful occupations within Hampton Roads.
- Ad Hoc: Non-enduring effort that needs supporting team to design, plan, recruit participants, implement, concludes, reports out and then dissolves.

### **Leadership Team**

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

### **General/Non-officio Members**

Organization members who have paid their dues 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, Jaime Parrish, are responsible for recording the decisions made and actions taken by the 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 the Organization, supports the Committee/Deputy-Committee Leads, serves on the LEAD Peninsula Advisory Committee, and is the liaison for additional Chamber support/duties.

Chair-Elect: Responsible for supporting the Chair with all assigned duties, serves as proxy in Chair's absence, and serves on the LEAD Peninsula Advisory Committee.

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

- Attend Chamber events as Alumni Network Representatives, at no cost\*  
*\*No-cost only applicable to Chair and Chair-Elect*
- Prepare and provide quarterly report to Chamber Advisors
- Organization leadership succession planning
- Build Partnerships with/across Peninsula alumni groups
- Seek out Peninsula/Chamber Initiatives that align to the Organization’s mission, vision, and resources
- Hold Committee Lead Orientation following Lead nomination review and selection
- Hold Committee Deputy Lead, Committee Member, and General Member Orientation in Coordination with Alumni Engagement Committee following Lead Orientation
- 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.

## Lead/Deputy Lead Committees

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### Roles/Responsibilities

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

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

- Define specific committee orientation and membership guidance and terms of service aligned to organization Commitment Statement.
- Provide committee reports to Chair/Chair-Elect within 5 business days of meetings
- Committee Recruitment in partnership with Recruitment Committee
- Committee leadership succession planning
- Host a minimum of 6 committee meetings a year
- Provide Chamber Newsletter Content twice a year
- 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.

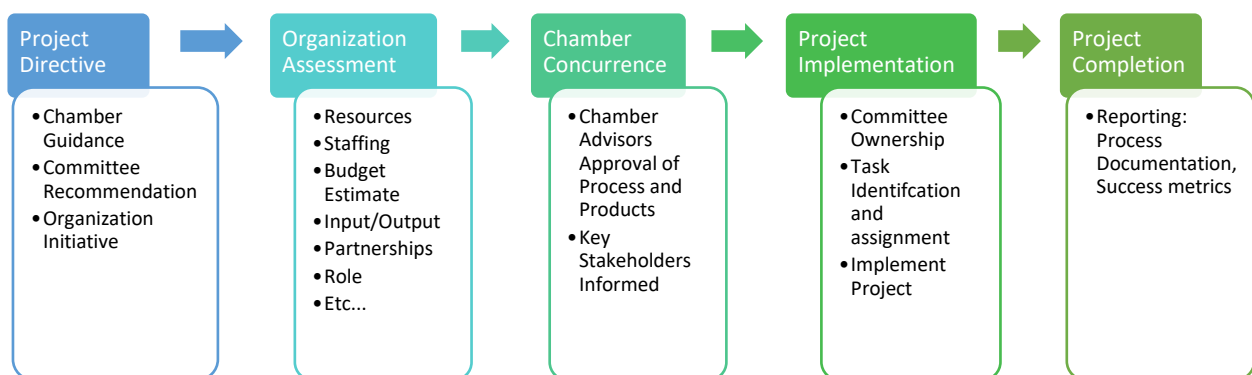
## Vacancies

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 a Chamber Advisors and Organization Chair and Chair-Elect is 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 Authority.
- 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. The Committee list available on the Virginia Peninsula Chamber website (<https://www.virginiapeninsulachamber.com/lead-peninsula-alumni-network/>), defines membership of the Network’s committees.

## Project Structure/Commerce Engagement Model



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

## Commitment Statement

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The success of this organization depends on active participation through payment of dues, effective stewardship of the LEAD Peninsula Program, the LEAD Peninsula Alumni Network, and the Peninsula Chamber of Commerce, and committed attendance of a variety of meetings.

LEAD Peninsula Alumni Network Membership is a commit to the following:

1. Timely payment of annual dues
2. Support the mission, vision, and goals of LEAD Peninsula Alumni Network and effective advocacy for the organization as a steward of LEAD, and the Alumni Network.
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 the LEAD Peninsula Program. It is currently held in early December. Please consider this a required meeting if considering a leadership position.*
  - b. Support Student Professional Development Program  
*Program in development and support options will be announced mid-2023, ex. in-class presentation session, content development, logistics coordination, etc....*
  - c. 50% of Organization group/general bi-monthly meetings (3 over the course of a year)
  - d. 60% Organization engagement/project events
  - e. 70% Committee meetings (if applicable) and
  - f. Represent the Organization 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 Organization Chair or Chair-Elect about ability to remain an active member of the organization.
  - a. *\*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 organization dues. The payment of dues represents the member's agreement to the organization's commitment statement. Failure to meet commitments will be reviewed through the organization Leadership Team (Chair, Chair-Elect, and Committee Lead/ Deputy Lead) in concurrence with Chamber Advisors. The Organization 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 organization reporting and metric processes.

- Chamber Advisors review Chamber requirements and initiatives annually (June/July following nominations).
- Committees send meeting notes to Chair/Chair-Elect within 5 business days of each meeting

- Chair/Chair-Elect committee 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:

- Chamber Advisor sample agenda
- Roster
- Commitment form
- Meeting minutes
- Chamber reports
- Committee membership guidance and terms of service form
- Exit Interview Question Template

Blank Templates located on Virginia Peninsula Chamber website

(<https://www.virginiapeninsulachamber.com/lead-peninsula-alumni-network/>), Completed Templates located on a private/shared Google Drive (<https://bit.ly/LPAN-SharedGoogleDrive>).