



LACCE ACCREDITATION CHAMBER PROGRAM

Purpose:

There are over 75 Chambers of Commerce in the state of Louisiana. The Louisiana Association of Chamber of Commerce Executives (LACCE) is the state chamber association dedicated to the advancement of local chambers of commerce. As such, LACCE's role of professional and chamber development begins with encouraging and mentoring Louisiana Chambers to become stronger so that they can effectively serve their business members and communities.

In 2016, LACCE implemented the State Accredited Chamber Program to assure Louisiana Chambers are in line with generally accepted best practices of a Chamber of Commerce. The criteria and program are not meant to take the place of nor diminish in any way the national accreditation standards. In fact, the program is meant to enhance those programs and provide a stepping stone and base for chambers in the state to achieve that status, as well.

Business, member and public awareness of the Chamber of Commerce brand is important to the industry as a whole. The LACCE Accreditation Program brings positive attention to the Chamber industry in our state. Organization benchmarks are to assure your Chamber reaches and exceeds the standards in excellence. The individual efforts of your Chamber enhance the collective efforts of the industry in the state.

To Consider:

- The program is 100% voluntary. There is no requirement to participate.
- Any Chamber that is currently accredited through the U.S. Chamber of Commerce at the date of this application is exempt from all application requirements with proof of current accreditation (*complete 2nd application at end of this packet*). You must provide a copy of your current accreditation certificate.
- Any current LACCE member Chamber of Commerce may apply.
- The deadline for applications for announcement at the LACCE Annual Conference will be **Friday, August 9, 2019.**

A committee will review the applications and issue recommendations to the full Board. The purpose is to assure your success in the accreditation process. The recommendations would either be "Approved" or "Suggest Improvement." **The Chamber Executive may be required to meet via conference call or an in-person interview with the committee in regard to supporting documents.**

Approved - chamber would be issued a suggested press release for its announcement to the local community and acknowledged at the LACCE Annual Conference Awards Ceremony.

Suggested Improvement - chamber would be issued a letter with specific suggestions that if implemented may result in an approved designation.

Each year, LACCE will publicly acknowledge those Chambers that receive the Louisiana Accredited Chamber designation at the LACCE Annual Conference in September, including the presentation of a Louisiana Accredited Chamber award. It is our hope that all chambers in the state receive this designation.

Checklist to Submit:

The completed application attached.

All required supporting documents.

Any other supporting items identified in the application and checklist.

Chambers should submit the application and required documentation to a Dropbox link to tfulmer@tlfexecutiveservices.com.

LACCE Accreditation Committee

c/o Tiffany Fulmer Ott, Executive Director

1622 Tarklin Valley Road

Knoxville, TN 37920



LACCE ACCREDITED CHAMBER PROGRAM

A Chamber must meet the following standards to achieve the Louisiana Accredited Chamber designation:

Organization

- Chamber has received 501 (c) (6) designation from the IRS.
- Chamber has Articles of Incorporation filed with the State of Louisiana.
- Chamber maintains legal documents and documents all instituted policies, bylaws, etc.
- Chamber has an established and sound governing structure.
- Chamber's board of directors and volunteer leaders are an accurate representation of the chamber's membership and service area.

Mission Focus

- Chamber promotes inclusiveness vs. exclusiveness, ensuring that the membership is an accurate representation of the community.
- Chamber has a mission statement that is consistent with the goals and objectives of a chamber of commerce; i.e. to advance the commercial, financial, industrial and civic interests of a community.
- Chamber has a printed program of work that reflects its mission and guides its daily activities.
- Chamber implements programs and services that meet the current needs of its members and the community. Provide a list of your programs, committees and services.

Professional Administration

- Chamber employs sufficient staff to achieve its program of work.
- Chamber has developed and implemented a personnel and procedures manual.
- Chamber promotes quality work performance and encourages professional excellence through job descriptions.
- Chamber has established criteria for and conducts performance evaluations.
- Chamber provides for the ongoing professional development of staff.

Financial Management

- Chamber develops and implements an annual budget that demonstrates sound fiscal management.
- Chamber generates and maintains financial reports on at least a quarterly basis.
- Chamber submits annual filings to the IRS (if required).
- Chamber protects the fiduciary interest of the Chamber, members and staff through an insurance program.

Communications

- Chamber has a media relations/communications program.
- Chamber markets its products and services and benefits to its members.
- Chamber has an information gathering and management system that establishes the chamber as an information resource center.
- Chamber utilizes communication technology to enhance its effectiveness.



DOCUMENTATION LOUISIANA ACCREDITED CHAMBER PROGRAM

Please submit all documents via a Dropbox link to tfulmer@tlfexecutiveservices.com.

Chamber must have and provide copies of each of the following to qualify for accreditation:

ORGANIZATION

1. Articles of Incorporation
2. Certification letter as an IRS 501(c)6
3. Bylaws and description of review process (1)
4. Board of Directors roster (2)
5. Organizational chart/s
6. Board of Directors orientation process
7. Describe the process used to evaluate Board Member performance (*attendance, participation, etc.*)
8. Describe ways Board expectations are communicated to members
9. Sample minutes of a Board meeting

MISSION FOCUS

10. Most Recent Annual Report
11. Description of service area (3)
12. Mission Statement
13. A Board approved Program of Work/Business Plan
14. Description of chamber's retention plan
15. Description of all services available to members, including programs, products, and services
16. Describe the process used to determine member needs

PROFESSIONAL ADMINISTRATION

17. List of all staff members/titles and status (4)
18. Written personnel policies
19. Job descriptions for all staff members
20. Staff evaluation policy or performance evaluation
21. Staff development policy and budget (5)
22. List of any certifications received by staff

FINANCIAL MANAGEMENT

- 23. Current annual budget
- 24. Latest financial statement
- 25. IRS 990 filing
- 26. Describe the financial policies of the Chamber which ensure the organization’s financial integrity (*may include annual reviews and/or audits*)
- 27. Proof of D&O, workers’ compensation **and** general liability insurance coverage

COMMUNICATIONS

- 28. Sample of recent news release promoting activity
- 29. Two different samples of recent member mailings
- 30. Sample of latest membership directory (*can be link to directory online if printed directory is no longer used*)
- 31. Describe the use of database software program/s to maintain member information
- 32. Include a copy of communications plan which demonstrates regular communication with members
- 33. Describe the strategic use of the Chamber web site to communicate with members

ADVOCACY

- 34. Describe the process used to advocate for local, state, & national issues that affect members

- (1) Bylaws should be reviewed every 5 years. Most recent copy of Bylaws should be on file with the IRS.
- (2) Should represent a cross-section of the area’s business community. (*For example, race, geography, business type, age, etc.*).
- (3) This program is not meant to approve or deny any application based upon its service area. If there is any geographic overlap among chambers applying for approval, consideration for approval will be based solely upon submitted materials.
- (4) Chambers must have at least one full-time staff member (*or part-time staff members that when hours are combined, work the equivalent of full-time staff member*).
- (5) Staff development policy must outline a commitment to professional improvement, including participation in industry specific training.

Chief Board Officer Signature: _____ **Date:** _____

Chief Staff Executive Signature: _____ **Date:** _____



APPLICATION: LOUISIANA ACCREDITED CHAMBER PROGRAM

CHAMBER _____

ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

TELEPHONE _____

FAX _____

E-MAIL _____

WEB SITE _____

CONTACT _____

TITLE _____

Payment

All fees must accompany the application. The application fee is **\$100 for LACCE members** in good standing. Application deadline is **Friday, August 9, 2019.**

___ Check enclosed. Please make payable to LACCE.

Supporting Information

Paid Full-time Executive: _____

___ Yes

___ No

Number of Employees on Staff: _____

___ Full Time

___ Part Time

Office Space: _____

___ Own

___ Rent

___ Approx. Sq. Footage _____

Population of area served: _____

Geographic description of area served: _____

Total Annual Operating Budget: _____

\$ _____

Average dues per member _____

\$ _____

Dues Schedule: _____

\$ _____ Min \$ _____ Max (*attach copy*)

Number of paying members _____

Companies _____ Other _____



APPLICATION: LOUISIANA ACCREDITED CHAMBER PROGRAM
(For US Chamber Accredited Chambers Only)

CHAMBER

ADDRESS

CITY STATE ZIP CODE

TELEPHONE FAX

E-MAIL WEB SITE

CONTACT TITLE

Payment

All fees must accompany the application. The application fee for accredited chambers is **\$100 for LACCE members** in good standing. Please include documentation of your U.S. Chamber accreditation with this application. Application deadline is **Friday, August 9, 2019**.

___ Check enclosed. Please make payable to LACCE.

Supporting Information

Paid Full-time Executive: ___ Yes ___ No
Number of Employees on Staff: ___ Full Time ___ Part Time
Office Space: ___ Own ___ Rent ___ Approx. Sq. Footage
Population of area served: _____
Geographic description of area served: _____
Total Annual Operating Budget: \$ _____
Average dues per member \$ _____
Dues Schedule: \$ _____ Min \$ _____ Max (attach copy)
Number of paying members Companies _____ Other _____