

BYLAWS
OF THE ANTHEM AREA CHAMBER OF COMMERCE,
AN ARIZONA NON-PROFIT CORPORATION

ARTICLE I

Operations

Section 1: The Anthem Area Chamber of Commerce is incorporated under the laws of the state of Arizona and shall be known as the Anthem Area Chamber of Commerce.

Section 2: The Anthem Area Chamber of Commerce is organized to advance the general welfare and prosperity of the greater Anthem area so that its citizens and all areas of its business community shall prosper. All necessary means of promotion shall be provided, and attention and emphasis shall be given to the economic, civic, commercial, cultural, industrial, and educational interests of the area.

Section 3: Geographic Boundaries. The Anthem area is defined as the geographic and economic area north of highway 303; south of Black Canyon City; east of Lake Pleasant; and west of Cave Creek Regional Park (N 24th Street), with the community of Anthem and Daisy Mountain at its center point. The Anthem area shall include the communities and neighborhoods of Anthem, New River, Desert Hills, Tramonto and Sonoran Foothills, Dove Valley, as well as Lake Pleasant Regional Park and Phoenix Sonoran Preserve.

Section 4: Limitation of Methods. The Anthem Area Chamber of Commerce shall observe all local, state, and federal laws that apply to a nonprofit organization as defined in Section 501(c)(6) of the Internal Revenue Code.

Section 5: Principal Office. The principal office for the transaction of business of the Anthem Area Chamber of Commerce is hereby fixed and located in Anthem, Arizona. The Board of Directors may at any time, or from time to time, change the location of the principal office from one location to another.

ARTICLE II

Seal

No seal is required to authenticate the actions of the corporation. If a seal is used it shall be in the form of a circle and set forth the name of the corporation and the year of incorporation. Such seal may be engraved, lithographed, printed, stamped, impressed upon, or affixed to any contract, conveyance or other instrument executed by the corporation.

ARTICLE III

Membership

Section 1: Eligibility and Classifications. Any person, association, corporation, partnership, or estate having an interest in the objectives of the organization shall be eligible for membership. Membership shall be divided into three classifications:

1. Business: an individual or firm actively engaged in doing business in the Chamber's area of promotion;
2. Non-Profit: a non-profit business that meets eligibility requirements for membership;
3. Individual: any individual who meets general eligibility requirements for membership, but not engaged in a business in the Chamber's area of promotion, either directly or indirectly.

Section 2: Election. Applications for membership shall be submitted electronically via the membership application form on the Chamber website. Election of members shall be by the board of directors at any meeting thereof. Any applicant so elected shall become a member upon satisfactory payment of the regularly scheduled investment as provided in Section 3 of Article III and approval by the board.

Section 3: Investments. Membership investments shall be at such rates, schedule, or formula as may be from time to time prescribed by the board of directors, payable in advance.

Current investment rates:

1. Business \$300
2. Non-Profit \$150
3. Individual \$75

Current applicable discounts:

1. Multi-business discount: \$100 annual discount on additional memberships for members who own/ operate more than one business and want separate business memberships & benefits.

Section 4: Representation. Any person, association, corporation or partnership, upon becoming a member of the Chamber, may designate up to two (2) individuals, a primary representative and an alternate representative, of said association, corporation or partnership to represent the association, corporation or partnership in all matters concerning the Chamber. Each representative shall be named on the online application form. Any changes to the member information on file, including the designated representatives for the member, shall be made by submitting an updated online form.

Section 5: Every member and/or member representative must abide by the Chamber's published Code of Conduct. Failure to adhere to the professional and personal obligations stated in the published Code of Conduct and defined in these Bylaws, can result in the termination of membership.

Section 6: Termination. (1) Any member may resign from the chamber upon written request to the board of directors; (2) any member shall be expelled by the board of directors by a two-thirds vote for nonpayment of dues after 90 days from the date due unless otherwise extended for good cause; (3) and any member may be expelled by a two-thirds vote of the board of directors, at a regularly scheduled meeting thereof, for conduct unbecoming a member or prejudicial to aims or repute of the chamber, after notice and opportunity for a hearing are afforded the member complained against. If the Board of Directors by majority vote determines that termination is warranted, the member to be terminated shall be given fifteen (15) business days' notice of the intended termination by first class mail, postage prepaid, addressed to the member at his/her last address shown on the records of the Chamber. The notice shall state the reason for termination and also state that the member has an opportunity to submit a written statement why the termination should not take place; the written statement must be received by the Chamber office not less than five (5) business days before effective date of termination. The Board of Directors shall consider the member's statement, if any, and may order that the termination shall not take place, or that it shall take place as stated in the notice to the member.

Section 7: Voting. In any proceeding in which voting by members is called for, each member in good standing shall be entitled to cast 1 vote.

Section 8: Exercise of Privileges. Any firm, association, corporation, partnership, or estate-holding membership may nominate individuals whom the holder desires to exercise the benefits covered by its membership and shall have the right to change its nomination upon written notice.

Section 9: Orientation. At regular intervals, orientation on the purposes and activities of the Chamber shall be conducted for the following groups: new officers and directors and current officers and directors, committee chair, committees, and new members.

ARTICLE IV

Meetings

Section 1: Place of Meetings. Meetings of members shall be held at any place designated by the Board of Directors.

Section 2: Annual Meeting. The annual meeting of the corporation, in compliance with state law, shall be held during December of each year at the Winter Gala. The date, time and place shall be fixed by the board of directors and notice thereof mailed or e-mailed to each member at least 10 days before said meeting. Any proper business within the power of the membership may be transacted at this meeting.

Section 3: Special Meetings. Special meetings of the chamber may be called by the President of the Board of Directors at any time, or upon petition in writing of five percent (5%) or more of the members delivered in person or mailed by first class mail, addressed to the President of the Board of Directors at the Chamber office. The request shall specify the time desired for the meeting, not less than thirty-five (35) days before, or more than ninety (90) days after receipt of the request and shall state the general nature of the business proposed to be transacted at the meeting. A special meeting called by request of the members shall be set by the Board of Directors on a date not less than thirty-five (35) days before or more than ninety (90) days after receipt of the request.

Within twenty (20) days after the receipt of the request, the officer who receives it shall call notice to be given to all members entitled to vote at the meeting of place, date, time and the general nature of the business to be transacted at the meeting. Notice of special meetings shall be mailed or e-mailed to each member at least 5 days prior to such meetings.

Section 4: Committee Meetings. Committee meetings may be called at any time by the Executive Director or other Chamber staff; President of the Board of Directors; or by the committee's chairperson.

Section 5: Quorums. At any duly called general meeting of the chamber 25% of the voting membership shall constitute a quorum. At a meeting of the Board of Directors, a majority of directors present shall constitute a quorum. At committee meetings, a majority shall constitute a quorum except when a committee consists of more than 9 members. In that case, 5 shall constitute a quorum.

Section 6: Notices, Agendas, and Minutes. Written notice of all chamber meetings must be given at least ten (10) days in advance, unless otherwise stated. An advance agenda and minutes must be prepared for all meetings. A detailed outline for preparation of both shall be a part of the organization's procedures manual.

Section 7: Action by Written Ballot. Any action that may be taken at any annual, regular meeting or special meeting of members may be taken without a meeting, and without notice, if a written ballot is distributed to every member entitled to vote on the matter. The written ballot shall (i) set forth the proposed action, (ii) provide an opportunity to specify approval or disapproval of any proposal. Any written ballot received by the Chamber may not be revoked. All written ballots shall be filed and maintained in the records of the Chamber. The results of the written ballot shall be stated in the Chamber's next mailing to members as well as the next meeting of Chamber members.

ARTICLE V

Board of Directors

Section 1: Authority. The government of the Chamber of Commerce, direction of its work, the control of its finances and property, and the control and direction of its Executive Director shall be vested in a Board of Directors composed of no more than ten (10) members:

1. Six standing members elected annually to serve for 3 years or until their successors are elected and have qualified;
2. Two members appointed to serve one-year terms each: (1) the current program director for Anthem Area Leadership Academy and (2) the current Business Person of the Year.
3. If the outgoing President has served a full three-year term, he/she may serve an additional one-year officer term as the Past-President before seeking a second three-year term by membership election.
4. The President of the Board may appoint, subject to the approval of the Board, one to two additional members to the Board to serve one-year terms.

Section 2: Term of Office. All elected directors shall serve a three-year term with two directors elected each year. Directors can serve a maximum of two (2) consecutive elected terms. Directors that have served two terms may be considered for the Board of Directors after one term (3 years) of not being a Director. All appointed directors shall serve a single one-year term, after which appointed Directors are eligible to seek election for any open three-year seat.

Section 3: Eligibility Requirements. To serve on the Board of Directors, members must meet the following eligibility requirements. Interested candidates must be (1) a member of the Chamber for a minimum of one year (1), 12 months; (2) a member in good standing (current on dues); (3) actively engaged and participating in Chamber meetings, events, and programs; and (4) a business professional and/ or resident within the Anthem Area Chamber of Commerce boundaries as defined in Article I, Section 3.

Section 4: Selection and Election of Directors. Each year, no later than October 15th, the President of the Board of Directors or the Executive Director shall announce the open Board seats for the upcoming term and shall issue a call for candidates from the membership. Interested candidates will have until 9am October 31st to submit a letter of interest. The Executive Director and the President shall confirm eligibility then the Executive Director or other designated staff shall execute an online voting poll among the membership. Voting will end at noon on the second Friday, of November. The eligible candidates with the most votes will serve in the open seats upon approval by the Board and majority vote of the membership at the Winter Gala.

Section 5: Seating of New Directors. All newly elected and appointed board members shall be seated at the regular January Board meeting and shall be participating members thereafter. Retiring directors shall continue to serve until the end of the program year.

Section 6: Meeting Place and Procedures. Meetings of the Board of Directors shall be held in the Chamber office or any other place that is designated from time to time by the Board. Up to two meetings per year, regular or special, may be held without physical presence of some or all Directors, by conference, telephone or similar communications equipment, as long as all Directors participating in the meeting can hear one another.

Section 7: Regular Meetings. Regular meetings of the Board of Directors for any purpose or purposes will be held monthly.

Section 8: Special Board Meetings. Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the: President, Executive Director, or any three (3) Directors. Notice of the time and place of any special meetings of the Board of Directors shall be given to each Director with forty-eight (48) hours' notice delivered in person or by phone or e-mail according to the Director's information of record with the Chamber. The notice must specify the purpose of the meeting.

Section 9: Quorum. A majority of the seated Directors is a quorum for the transaction of business. Every act of decision done or made by a majority of the Directors present at a meeting duly held, which quorum is present, is the act of the Board, except as a greater or lesser number required by law. A meeting at which quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum of the meeting.

Section 10: Proxy. The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be valid if a quorum is present and if each of the Directors not present signs and presents a proxy vote either as a consent or non-consent for the purpose of specific issues or for any vote(s) in general. Proxy votes are to be duly noted in the recorded minutes of said meeting.

Section 11: Adjournment. In the absence of a quorum at any meeting of the Board of Directors, the majority of the Board present may adjourn the meeting to another time. Notice of the time and place of holding an adjourned meeting shall be given to the Board members who were absent at the meeting adjourned.

Section 12: Absences. A member of the Board of Directors absent from three (3) consecutive regular meetings of the Board of Directors shall automatically be dropped from membership on the Board unless confined by illness or other absence approved by a majority vote of those voting at any meeting thereof.

Section 13: Resignation. Any Director may resign, effective immediately or at a later time specified by the Director, by a written notice to the Board of Directors. If the resignation is effective at a future time, a successor may be selected in advance to fill the vacancy when the resignation becomes effective.

Section 14: Termination. On the recommendation of the Executive Committee, any Director may be removed from the Board of Directors by a majority vote of the Board of Directors at a regularly scheduled meeting thereof, for failure to abide by the Chamber's Code of Conduct or other conduct unbecoming a member or prejudicial to aims or repute of the Chamber.

Section 15: Vacancies. Upon the resignation or termination of a Director, the President and Executive Director will make a recommendation to the Board for the appointment of a member in good standing to serve in the vacated seat until the end of the vacated term. The Board must approve the recommended appointment by majority vote. Upon Board approval, the appointed Director will serve in the vacated seat until the end of the vacated term. The appointed Director will remain eligible to serve up to two (2) consecutive three (3) year elected terms following the expiration of his/ her appointment. Vacancies among the officers shall be filled by the Board by a majority vote.

Section 16: Fees and Compensation. Directors and members of committees shall serve without compensation for their services. This shall not preclude any Director from serving the Chamber in any other capacity and receiving compensation for that service.

Section 17: Policy. The Board of Directors is responsible for establishing procedure and formulating policy for the organization. It is also responsible for adopting all policies of the organization. These policies shall be maintained in a policy manual to be reviewed annually and revised as necessary.

Section 18: Management. The Board of Directors shall employ an Executive Director and shall fix the salary and other considerations of employment.

Section 19: Indemnification. The chamber may, by resolution of the Board of Directors, provide for indemnification by the chamber of any and all current or former officers, directors, and employees against expenses actually and necessarily incurred by them in connection with the

defense of any action, suit, or proceeding in which any of them are made parties, or a party, by reason of having been officers, directors, and employees of the chamber, except in relation to matters as to which such individuals shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

ARTICLE VI

Officers

Section 1: Determination of Officers. The Board of Directors (outgoing and incoming) at its regular December meeting shall reorganize for the coming year. At this meeting, the Board shall elect the President, Vice-President, Secretary and Treasurer for the coming year. Officers will be elected from members of the new board. All officers shall take office on the first day of the new fiscal year and serve for a term of 1 year or until their successors assume the duties of office. They shall be voting members of the Board of Directors.

Section 2: Duties of Officers.

A. President. The President of the Board shall serve as the chief elected officer of the Chamber of Commerce and shall preside at all meetings of the membership, board of directors, and Executive Committee. The President of the board, with advice and counsel of the Past President, Vice-President and Executive Director, shall determine all committees, appoint all committee chair, assist in the selection of committee personnel, subject to approval of the Board of Directors. The President shall be an ex-officio member of all committees.

B. Past President. The Past President shall provide advice and counsel to the President and perform such duties as may be assigned to him/her by the President.

C. Vice-President. The Vice-President shall exercise the powers and authority and perform the duties of the President in the absence or disability of the President. The Vice-President shall perform such other duties as may be assigned to him/her by the President and at all times be alert to ensure that the activities of the Chamber are directed toward achieving business and community needs in the area served by the chamber.

D. Secretary. The Secretary shall keep a full and complete record of the proceedings of the meetings of the Board of Directors and provide them in their entirety to the Executive Director for distribution to the Board and to be filed in the Chamber offices, as well as such other duties that pertain to the office or as prescribed by the Board of Directors.

E. Treasurer. The Treasurer shall be responsible for the safeguarding of all funds received by the Chamber and for their proper disbursement. Such funds shall be kept on deposit in financial institutions or invested in a manner approved by the Board of Directors. The Treasurer shall review and oversee the monthly financial report made to the Board. Checks over \$1,000.00, outside of board approved operational expenses, are to be signed by the Treasurer and the Executive Director, or in the absence of either or both, by any two officers. The Treasurer shall have other duties as may be prescribed from time to time by the Board of Directors.

F. Executive Director. The Executive Director shall be the chief administrative and executive officer. The Executive Director shall be the public voice of the Chamber and shall be a non-voting

member of the Board of Directors, the Executive Committee, and all other committees. The Executive Director shall serve as adviser to the President of the Board, officers and committees and shall assemble information and data and prepare special reports as needed. The Executive Director shall assist the Secretary of the Board in preparing notices, agendas, and minutes of board meetings. The Executive Director shall work directly with the bookkeeper to maintain an accurate and up-to-date accounting of finances and reconcile monthly financial reports for review by the Treasurer and approval by the Board of Directors. The Executive Director shall be responsible for the preparation of an operating budget covering all activities of the chamber subject to approval of the Board of Directors. The Executive Director shall also be responsible for all expenditures with approved budget allocations and have the ability to sign a contract approved by the Board or already allowed as a budget item. All other contracts must be approved by the Board of Directors. The Executive Director shall be responsible for administration of the program of work in accordance with the policies and regulations of the Board of Directors. The Executive Director shall be responsible for hiring, discharging, directing, and supervising all employees.

Section 3: Executive Committee. The Executive Committee shall act for and on behalf of the Board of Directors when the board is not in session but shall be accountable to the board for its actions. It shall be composed of the Executive Director, Past-President, President, Vice-President, Secretary and Treasurer. The President of the Board will serve as chair of the Executive Committee. A majority of the voting members of the Executive Committee shall constitute a quorum. The Executive Committee shall also perform the functions of the Finance Committee and write policies and procedures for Board approval.

Section 4: Indemnification. The chamber may, by resolution of the Board of Directors, provide for indemnification by the chamber any of its officers or former officers as spelled out in Article V, Section 19 of these bylaws.

ARTICLE VII

Committees and Divisions

Section 1: Appointment and Authority. The President of the Board, by and with the approval of the Board of Directors, shall appoint all committees and committee chairs. Committee chairs must be active members in good standing for a minimum of twelve (12) months preceding their appointment. The President of the Board may appoint such ad hoc committees and their chair as deemed necessary to carry out the programs of the chamber. Committee appointments shall be at the will and pleasure of the President of the Board and shall serve concurrently with the term of the appointing President of the Board, unless a different term is approved by the Board of Directors. It shall be the function of committees to make investigations, conduct studies and hearings, make recommendations to the Board of Directors, and carry out such activities to fulfill the mission of the Chamber of Commerce and as may be delegated to them by the Board.

Section 2: Standing Committees. See Addendum A for Committee Charters.

- A. Marketing & Promotion Committee
- B. Events Committee
- C. Membership & Ambassador Committee
- D. Leadership Committee

Section 3: Limitation of Authority. No action by any member, committee, division, employee, director, or officer shall be binding upon, or constitute an expression of, the policy of the chamber until it has been approved or ratified by the Board of Directors. Committees shall be discharged by the President of the Board when their work has been completed and their reports accepted, or when, in the opinion of the Board of Directors, it is deemed wise to discontinue the committees.

Section 4: Testimony. Once committee action has been approved by the Board of Directors, it shall be incumbent upon the committee chair or, in their absence the individuals they designate as being familiar enough with the issue to give testimony or make presentations before civic and governmental agencies as necessary.

Section 5: Division. The Board of Directors may create such divisions, bureaus, departments, councils, or subsidiary corporations it deems advisable to handle the work of the Chamber. The Board shall authorize and define the powers and duties of all divisions, bureaus, departments, councils, and subsidiary corporations. The board shall annually review and approve all activities and proposed programs of such divisions, bureaus, departments, councils, or subsidiary corporations having bearing upon or expressive of the Chamber unless approved by the board of directors.

ARTICLE VIII

Finances

Section 1: Funds. All money paid to the chamber shall be placed in a general operating fund except that money subscribed or contributed for special purpose shall be placed in a separate account for such purpose. Unused funds from the current year's budget can be placed in a reserve account.

Section 2: Fiscal Year. The fiscal year of the chamber shall begin on January 1 close on December 31.

Section 3: Budget. As soon as possible after the election of the new Board of Directors and officers, the Executive Committee shall adopt the budget for the coming year and submit it to the Board of Directors for approval.

Section 4: Disbursements. Upon approval of the budget, the Executive Director is authorized to make disbursements on accounts and expenses provided for in the budget without additional approval of the Board of Directors. Disbursements can be by check, bank draft or bank debit.

Section 5: Annual Audit. The accounts of the Chamber of Commerce may be audited annually as of the close of business on December 31 by a public accountant. The audit shall at all times be available to members of the organization within the offices of the chamber.

Section 6: Bonding. The Board of Directors may require the Executive Director, the Executive Committee and others as it may designate to be bonded by a sufficient fidelity bond on the amount set by the Board and paid for by the Chamber.

Section 7: Maintenance and Inspection of Articles, Bylaws and Other Chamber Records. A copy of the Chamber's Articles of Incorporation and Bylaws, as amended to date, shall be maintained in the office of the Chamber and shall be open to inspection by any member at all reasonable times during office hours.

ARTICLE IX

Dissolution

The chamber shall use its funds only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall inure or be distributed to the members of the chamber. On dissolution of the chamber, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the board of directors as defined in IRS Section 501(c)(3).

ARTICLE X

Parliamentary Procedure

Section 1: Parliamentary Authority. The current edition of Robert's Rules of Order shall be the final source of authority on all questions of parliamentary procedures when such rules are not consistent with the charter or bylaws of the chamber.

Section 2: Introducing a Motion Again. Once a vote has been taken on a motion, whether it was passed or defeated, the action of the Board will be supported by all board members. If a member of the board, at a subsequent meeting, wants to introduce the same motion, or a motion with the same intent, a two-thirds affirmative vote of the Board members present at the meeting will be required to bring the motion the floor.

ARTICLE XI

Policy & Procedures Manual

All official actions of the corporation, its officers and employees, will be in compliance with the laws of the United States and the State of Arizona and the rules and regulations published by Anthem Community Council, City of Phoenix and Maricopa County. Operation of the functions and responsibilities of the corporation will be in accordance with an established procedures and policy manual which will include, but not be restricted to, the following sections:

1. Relationships and Merchants Associations.
2. Expenditures.
3. Financial Controls.
4. Fund Raising.
5. Accounting and Budgeting.
6. Committees.
7. Office Procedures.
8. Elections.

- 9. Meetings.
- 10. Membership.
- 11. Contracts.

The Board of Directors shall approve, by majority vote, all policies and procedures entered into the manual and its decision shall be final. Procedural questions, which are not addressed in the manual, shall not prevent employees or officers from acting with good judgment or in good faith.

ARTICLE XII

Amendments

These bylaws may be amended or altered by a two-thirds vote of the Board of Directors or by a majority of the members at any regular or special meetings, provided that notice for the meeting includes the proposals for amendments or alterations. Any proposed amendments or alterations shall be submitted to the board or the members in writing at least 7 days in advance of the meeting at which they are to be acted upon.

Certification of Secretary

I, the undersigned, do hereby certify that I am duly elected and acting Secretary of the Anthem Area Chamber of Commerce, an Arizona non-profit corporation, and that the foregoing Bylaws were duly amended and adopted by the Board of Directors of the Anthem Area Chamber of Commerce at their meeting duly held on June 27, 2019.

IN WITNESS WHEREOF, I have subscribed my name this 27th day of June 2019.

s / Krista Solomon

Krista Solomon, Secretary 2019

ADDENDUM A – COMMITTEE CHARTERS

A. Marketing & Promotion Committee

The Membership & Ambassador Committee, a standing committee reporting to the Board of Directors, is established pursuant to Article VII, Section 2 of the Bylaws. The Marketing & Promotion Committee Charter is pending draft.

B. Events Committee

The Events Committee, a standing committee reporting to the Board of Directors, is established pursuant to Article VII, Section 2 of the Bylaws. The Events Committee shall consist of no more than five members, including the Committee Chairperson, appointed by the President of the Board. The Executive Director shall serve as staff to the Committee.

The Committee may include Director and non-Director persons whose experience and qualifications may assist the Committee and the Board in the performance of their oversight responsibilities. A majority of the Committee members, present and voting, shall constitute a quorum.

The Committee shall meet as necessary and appropriate at the call of the Chairperson of the Committee or the Executive Director, and shall maintain minutes of all meetings, which will be distributed to the Board, preferably in advance of the next regularly scheduled Board meeting.

Events Committee Charter:

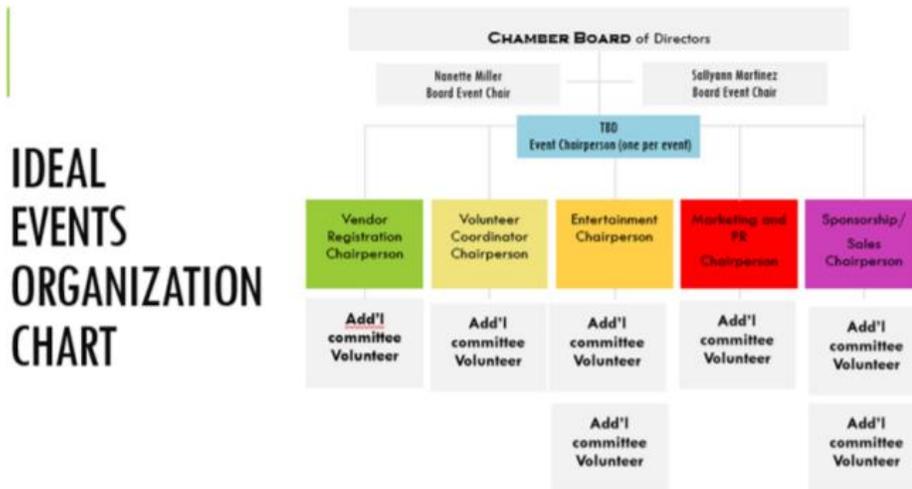
The purpose of the Events Committee is to develop events that align with the mission statement of the Chamber for the betterment of the businesses within the borders of the Anthem Area Chamber and to make the population become aware of these businesses.

Acting with the Executive Director, the Events Committee is charged with planning, developing, executing, advertising, budgeting and involving businesses with local developed events that will therefore, show our business in the best possible light to the surrounding communities within the Anthem Area Chamber.

This will be done with the formal development of:

1. Written documentation of
 - a. event plans that detail the activities to set up, run, manage and facilitate said events.
 - b. Budget tracking documents
 - c. Volunteer job descriptions, time commitment documents and best practice documents
 - d. Event Time lines
 - e. Status Reports
 - f. Event Recap documents
2. The use of dedicated volunteers and some board members but the bulk of the work should be overseen by the Board members in an effort to be able to work other Board business and facilitate other necessary business, the chamber grows. (see job description addendum)

3. The Ideal event committee will be structured as follows, understanding that the first year is a development year of the necessary sub committees.



The Events Committee has the authority to:

- a. Utilize the Executive Director to assist with budget and planning
- b. Select sub committee chairpersons as per the organizational chart
- c. Develop necessary components of the events, such as artwork

**Events Committee Charter Authored by: Sallyann Martinez, Director
Approved by the Board of Directors – April 25, 2019**

C. Membership & Ambassador Committee

The Membership & Ambassador Committee, a standing committee reporting to the Board of Directors, is established pursuant to Article VII, Section 2 of the Bylaws. The Membership & Ambassador Committee shall consist of no more than 24 members, including the Committee Chairperson, appointed by the President of the Board. The Executive Director shall serve as staff to the Committee.

The Committee may include Director and non-Director persons whose experience and qualifications may assist the Committee and the Board in the performance of their oversight responsibilities. A majority of the Committee members, present and voting, shall constitute a quorum.

The Committee shall meet as necessary and appropriate at the call of the Chairperson of the Committee or the Executive Director, and shall maintain minutes of all meetings, which will be distributed to the Board, preferably in advance of the next regularly scheduled Board meeting.

Membership & Ambassador Committee Charter:

The Membership & Ambassador Committee is a joint committee serving overlapping, but sometimes separate functions to retain and grow membership.

Membership Committee

The primary purpose of the Membership Committee is to recruit new members to the Anthem Area Chamber of Commerce and to collaborate with the Ambassadors in their work to support and retain existing members. The Membership and Ambassador Committee will work together to promote and attend varying member-driven events throughout the year.

Acting with the Executive Director, the Membership Committee is charged to grow the membership of the Anthem Area Chamber of Commerce through varying methods such as inviting new businesses to chamber meetings, membership drives, hitting the pavement, etc. In addition, the Membership Committee will work alongside Ambassadors at the welcome table at the morning meetings, attend and promote member-driven events such as New Member Mixers, Business After Hours, Chamber 101, Ribbon Cuttings, and Open Houses. The committee will also periodically conduct member satisfaction surveys, as well as performing exit interviews upon receiving word from the Executive Director that a member wishes to cancel their membership.

The Membership Committee has the authority to perform surveys, exit interviews, accept new member applications, and promote member-driven events on behalf of the Anthem Area Chamber of Commerce.

Ambassador Committee

The primary purpose of the Ambassador Committee is to provide support and on-going engagement with current Chamber members to achieve a high level of involvement with the Anthem Area Chamber and the surrounding community.

Acting with the Executive Director, the Ambassador Committee will work alongside the Membership Committee during morning meetings, attending and promoting member-driven events such as New Member Mixers, Business After Hours, Chamber 101, Ribbon Cuttings, and Open Houses. In addition, the Ambassador Committee will encourage meaningful and beneficial relationship between Chamber members by being goodwill representatives, promote member involvement, and aid with member retention efforts. The Ambassador Program consists of volunteers from the Chamber membership who donate their time to assist the Chamber in various activities.

The Ambassador Committee as the authority to promote and encourage member involvement Chamber events and activities on behalf of the Anthem Area Chamber of Commerce.

Membership & Ambassador Committee Charter Authored by: Sawana Grimmert, Director and Krista Solomon, Secretary
Approved by the Board of Directors – April 25, 2019

D. Leadership Committee

The Leadership Committee, a standing committee reporting to the Board of Directors, is established pursuant to Article VII, Section 2 of the Bylaws. The Leadership Committee shall consist of no more than ten (10) members, including the Committee Chairperson, appointed by the President of the Board. The Executive Director shall serve as staff to the Committee.

The Committee may include Director and non-Director persons whose experience and qualifications may assist the Committee and the Board in the performance of their oversight responsibilities. A majority of the Committee members, present and voting, shall constitute a quorum.

The Committee shall meet as necessary and appropriate at the call of the Chairperson of the Committee or the Executive Director, and shall maintain minutes of all meetings, which will be distributed to the Board, preferably in advance of the next regularly scheduled Board meeting.

Leadership Committee Charter:

The purpose of the Leadership Committee is to identify, create and participate in community affairs affecting members of the Chamber. This may include developing leadership skills among members; cultivating relationships with community leaders; hosting events for speakers on leadership topics; and interacting with the Anthem Area Leadership Academy.

Acting with the Executive Director, the Leadership Committee is charged to:

1. Organize a Town Hall each fall for political candidates to attend and address the Chamber and guests.
2. Organize speaker forums on leadership topics throughout the year.
3. Liaise with elected officials and monitor legislative issues that impact the Chamber's members.
4. Support the Anthem Area Leadership Academy.
5. Report to the Chamber members at events and through digital communications on the status of its activities and related issues.
6. Meet monthly to accomplish the above.

The Leadership Committee has the authority to hold regular meetings; make recommendations to the Board; and plan events subject to Board approval.

Leadership Committee Charter Authored by: Sam Crump
Approved by the Board of Directors – April 25, 2019