

What is Leadership Garland Alumni?

Leadership Garland Alumni is designed to be a continuation of the Leadership Garland class experience. Its purpose is to organize program alumni into a cohesive group that fosters both new and renewed relationships, providing a mechanism for continued civic, professional, and individual leadership growth.

In accordance with the program's purpose, alumni are invited to participate in the following:

1. Community Service Opportunities
2. Leadership Development Seminars
3. Networking Engagements

Leadership Garland Alumni Committee

The Committee's purpose is to develop and guide the Leadership Garland Alumni program in a manner that promotes the continued development of leadership skills and professional relationships.

The Committee consists of a Chairperson and no more than twelve members, each of which must meet eligibility requirements. The Committee will also include the Leadership Garland program's Executive Director and a Garland Chamber staff representative, whose terms will not expire.

Responsibilities Include:

- Coordinating programs and events that engage alumni in continued leadership development
- Managing details within the program's operating budget (with Chamber staff liaison)
- Participating in and promoting all Alumni events, including Garland Gives

Chair Responsibilities:

The Committee Chairperson is expected to steer the overall direction of the program for the term year.

- Preside over all Leadership Garland Alumni Committee meetings and record minutes
- Guide Committee discussion to engage members and produce actionable results
- Serve on the LG Steering Committee; make program reports and recommendations
- Organize events and announcements into a newsletter for the Garland Chamber to distribute
- Serve as the alumni liaison for the Leadership Garland class service project, Garland Gives

Committee Eligibility

- All Committee members must be members in good standing of the Garland Chamber of Commerce* and Leadership Garland Alumni in order to serve.

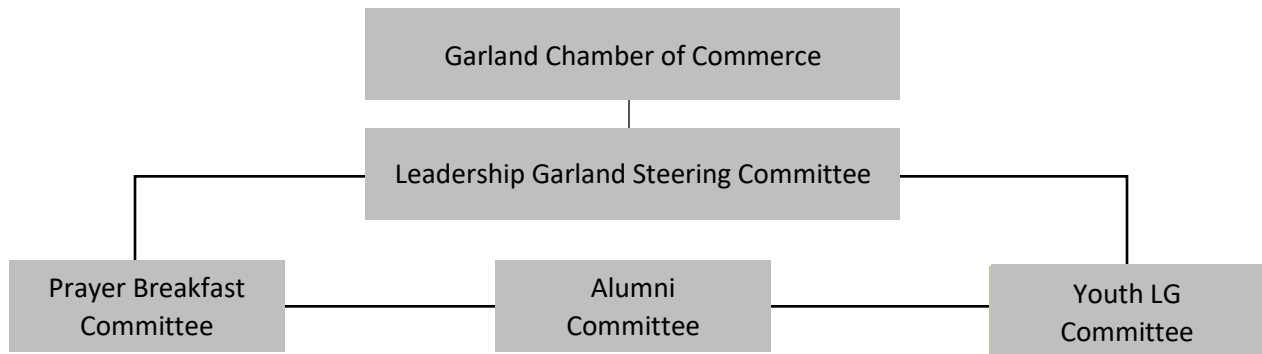
Committee Selection

- Available seats on the committee will be publicized at the Leadership Garland graduation event and in all Leadership Garland Alumni newsletters and email communications. A copy of the Committee Guidelines will be made available online prior to the application period.
- Applicants must certify (*by signing a copy of the Guidelines*) that they have reviewed and understood the responsibilities of the position for which they are applying.
- Committee members will be appointed in the order the copies of signed Guidelines are returned to the Chamber, on a first-come, first-served basis until committee reaches its capacity.
- The Chairperson is nominated by the Nominating Committee, which consists of the Leadership Garland program's Executive Director, and a Garland Chamber staff representative. The nominated candidate must be approved by the Steering Committee at the May meeting.

Committee Guidelines

- The term of service for a Committee member is two years, running June through May. Committee membership will automatically renew each year for the maximum two-year period unless indicated otherwise by the individual.
- The term of service for the Chairperson of the Steering Committee is one year, running June through May. He or she must have served on the Committee for a minimum of one year to be eligible for nomination.
- If a committee member is elected to the Chair position after two years of committee member service, his or her term will reset, allowing the individual to serve as Chair for one year, and remain on the committee one additional year.
- Committee members are expected to attend committee meetings, which occur once per month, and participate in discussions and decisions. Any member who is absent for three meetings in a single year of service will be dismissed from the committee and will be eligible to serve the following year if he or she chooses to do so.
- Members are expected to carry out individual assignments as delegated by the Committee Chairperson. This may include contacting potential speakers, posting to the Alumni Facebook Group, confirming event venues and catering, etc.
- All budgeted expenses must be presented to and approved by the Garland Chamber of Commerce President in order to be eligible for reimbursement. Volunteers may not expend funds or contract for the Chamber without explicit authorization.
- All marketing initiatives must contain the Leadership Garland and Garland Chamber logos, and must be approved by the Garland Chamber prior to publication.

Leadership Garland Organizational Chart



Chamber of Commerce Support

- The designated Chamber staff member serving on the Committee will work with the Chairperson to develop agendas, goals and timelines, and oversee the actions of the Committee to ensure Chamber policies and procedures are followed.
- The designated Chamber staff member serving on the Committee will be responsible for sending out meeting notices and archiving meeting minutes.
- The designated Chamber staff member serving on the Committee will create and present an annual plan and budget for the Leadership Garland Alumni program to the committee, and when approved by the Board of Directors, there should be no deviation.
- A member of the Chamber staff will create the necessary marketing materials to effectively promote the program in accordance with the Chamber’s Identity & Brand Standards Guide and the Marketing & Communications Guide.
- The Chamber of Commerce will conduct an annual committee focus group to assess new ideas and opportunities for program growth and improvement.

Intent to Serve

- I have reviewed and I understand the responsibilities for the position to which I am applying.
- I meet the eligibility requirements *(I am a member of the Garland Chamber of Commerce* and Leadership Garland Alumni)*

Applicant Name (Please Print)

Applicant Signature

Date

**Though not required for class participation, leadership of any Chamber program through committee service mandates Chamber membership as a demonstration of commitment to the organization’s vision and mission.*