

# 2019 CCE APPLICATION



Please refer to the CCE Application Guidelines for instructions on submitting your application and supporting materials. Please SAVE your application with your last name and the word "application," e.g., McGuireapplication.pdf.

## PERSONAL INFORMATION

FIRST NAME LAST NAME M.I.  
STREET ADDRESS  
CITY STATE ZIP  
TITLE  
EMAIL PHONE

## SECTION ONE: CHAMBER CAREER

List your jobs in chronological order starting with your most recent position.

CHAMBER  
TITLE  
ADDRESS  
CITY STATE ZIP  
DATES OF EMPLOYMENT *from* *to*  
SERVICE AREA POPULATION  
NUMBER OF MEMBERS *starting* *present*  
TOTAL MEMBERSHIP INCOME *starting* *present*  
TOTAL ORGANIZATION INCOME *starting* *present*  
NUMBER FULL-TIME STAFF *starting* *present*  
NUMBER PART-TIME STAFF *starting* *present*

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CHAMBER (*previous*)

TITLE

ADDRESS

CITY

STATE

ZIP

DATES OF EMPLOYMENT                      *from*    *to*

SERVICE AREA POPULATION

NUMBER OF MEMBERS    *starting*    *to*

TOTAL MEMBERSHIP INCOME    *starting*    *to*

TOTAL ORGANIZATION INCOME    *starting*    *to*

NUMBER FULL-TIME STAFF    *starting*    *to*

NUMBER PART-TIME STAFF    *starting*    *to*

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CHAMBER (*previous*)

TITLE

ADDRESS

CITY

STATE

ZIP

DATES OF EMPLOYMENT                      *from*    *to*

SERVICE AREA POPULATION

NUMBER OF MEMBERS    *starting*    *to*

TOTAL MEMBERSHIP INCOME    *starting*    *to*

TOTAL ORGANIZATION INCOME    *starting*    *to*

NUMBER FULL-TIME STAFF    *starting*    *to*

NUMBER PART-TIME STAFF    *starting*    *to*

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CHAMBER (previous)

TITLE

ADDRESS

CITY

STATE

ZIP

DATES OF EMPLOYMENT *from* *to*

SERVICE AREA POPULATION

NUMBER OF MEMBERS *starting* *to*

TOTAL MEMBERSHIP INCOME *starting* *to*

TOTAL ORGANIZATION INCOME *starting* *to*

NUMBER FULL-TIME STAFF *starting* *to*

NUMBER PART-TIME STAFF *starting* *to*

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CHAMBER (previous)

TITLE

ADDRESS

CITY

STATE

ZIP

DATES OF EMPLOYMENT *from* *to*

SERVICE AREA POPULATION

NUMBER OF MEMBERS *starting* *to*

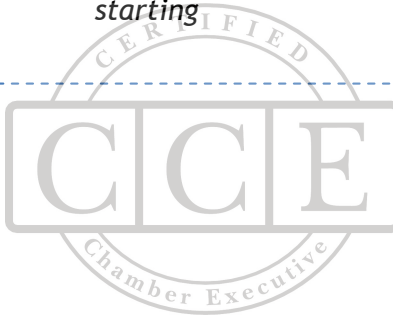
TOTAL MEMBERSHIP INCOME *starting* *to*

TOTAL ORGANIZATION INCOME *starting* *to*

NUMBER FULL-TIME STAFF *starting* *to*

NUMBER PART-TIME STAFF *starting* *to*

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## SECTION TWO: EDUCATION

(MAXIMUM 46 POINTS)

Please provide your education history. If you received both associate and bachelor's degrees, you may include only the points relating to your bachelor's degree. You may also add points for a graduate degree and for additional business courses relating to chamber management.

### ASSOCIATE DEGREE:

(10 POINTS)

COLLEGE/UNIVERSITY

GRADUATED                      YEAR                      POINTS

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### BACHELOR'S DEGREE:

(30 POINTS)

COLLEGE/UNIVERSITY

GRADUATED                      YEAR                      POINTS

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### GRADUATE DEGREE:

(10 POINTS)

COLLEGE/UNIVERSITY

GRADUATED                      YEAR                      POINTS

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### ADDITIONAL RELATED COURSEWORK:

(3 POINTS EA.)

COLLEGE/UNIVERSITY

COURSE NAME

YEAR                                      POINTS

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COLLEGE/UNIVERSITY

COURSE NAME

YEAR                                      POINTS

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## TOTAL POINTS: EDUCATION

*Maximum of 46 points can be earned for this section.*

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## SECTION THREE: PROFESSIONAL DEVELOPMENT

(MAXIMUM %0& POINTS)

Please record participation in national chamber management conferences and seminars, including the annual ACCE convention. Each conference is worth 5 points, not to exceed the 30 points maximum available for this section.

National chamber management conferences	If 'other' please provide conference name	Location	Year Attended	Points
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Please list state and regional chamber conferences that you attended. Each conference is worth 3 points, not to exceed the 12 points available for this section.

State and Regional Chamber Conferences	Location	Year	Points
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Please select the ACCE Professional Development programming you attended. Each program is worth 5 points, not to exceed the 10 points available for this section.

ACCE Professional Development	Location	Year	Points
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Please select each Institute site location and year completed. Participants of the "old" 6-year program will earn 5 points per year/30 points maximum. Participants in the current four-year program will earn 7 points for every year completed/28 points maximum.

U.S. Chamber of Commerce Foundation  
Institute for Organization Management

Year

Points

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Please list all chamber management-related webinars that you attended. Each webinar is worth 1 point, not to exceed the 8 points available for this section.

Webinar/Telecast Seminar



Year

Points

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Please list association conferences relating to business, community, or organization management, including ACCE conferences (such as the Sales Training), multi-module ACCE eCourses, and in-person ACCE Division and Community Peer Group meetings. Each program is worth 3 points, not to exceed 12 points for this section.

Conference or Seminar	Location	Year	Points
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## TOTAL POINTS: PROFESSIONAL DEVELOPMENT

*Maximum of 102 points can be earned for this section.*

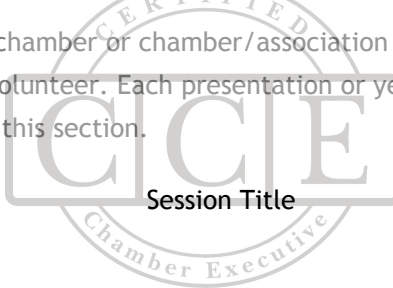
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## SECTION FOUR: PROFESSIONAL CONTRIBUTIONS

**(MAXIMUM 30 POINTS)**

Please list presentations made for chamber or chamber/association management organization events, or your experience as an ACCE mentor or volunteer. Each presentation or year of mentorship/volunteer work is worth 5 points, not to exceed 20 points for this section.

Association Conference	Session Title	Year	Points
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Please list articles published for chamber/association management publications. Articles written as part of your job, such as an article for your chamber's newsletter, will not count towards your point total. Each article is worth 5 points, not to exceed 10 points for this section.

Chamber/Association Publication	Article Title	Year	Points
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## TOTAL POINTS: PROFESSIONAL CONTRIBUTIONS

*Maximum of 30 points can be earned for this section.*

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## SECTION FIVE: PROFESSIONAL AND CIVIC LEADERSHIP

(MAXIMUM 125 POINTS)

List **Board Officer Positions** held each year with national, state/regional/local professional chamber related and civic associations and organizations. Points will not be duplicated for serving as an officer and serving on the board of the same organization during the same year. **Each chamber related board officer seat is worth 20 points for national and 15 points for state/regional/local, not to exceed 45 points. Each civic related board officer seat is worth 10 points for national and 5 points for state/regional/local, not to exceed 15 points, for a maximum of 60 points for this section.**

Select One	Organization	Position	Year	Points
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List **Board Member, Non-Officer Positions** held each year with national, state/regional/local professional chamber related and civic associations and organizations. Points will not be duplicated for serving on a board that is listed in the above category. **Each chamber related board is worth 10 points for national and 5 points for state/regional/local, not to exceed 25 points. Each civic related board is worth 5 points for national and 2 points for state/regional/local, not to exceed 9 points, for a maximum of 34 points for this section.**

Select One	Organization	Position	Year	Points
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List Committee Task Force Chairperson Positions held each year with national, state/regional/local professional chamber related and civic associations and organizations. Each chamber related committee task force chair is worth 5 points for national and 4 points for state/regional/local, not to exceed 12 points. Each civic related committee task force chair is worth 3 points for national and 2 points for state/regional/local, not to exceed 9 points, for a maximum of 21 points for this section.

Select One	Organization	Position	Year	Points
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Please list and describe any additional *professional or civic leadership experience*, not already listed above. Include scope of work, position held and term. A maximum of 10 points is available for this section, as determined by the CCE Commission.



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## TOTAL POINTS: PROFESSIONAL & CIVIC LEADERSHIP

*Maximum of 125 points can be earned for this section.*

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## SECTION SIX: PROFESSIONAL & CIVIC AWARDS / CERTIFICATIONS (MAXIMUM 16 POINTS)

List awards and honors received from business and community groups for your work during your tenure as a chamber executive. Points will not be granted for awards received by your chamber. Each award is worth 3 points, for a maximum of 6 points for this section.

Award/Honor	Awarding Organization	City, State	Yes	Points
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List professional certifications, not certificates of completion, earned. Each certification is worth 5 for a maximum of 10 points for this section.

Select One	Awarding Organization	Year	Points
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## TOTAL POINTS: PROFESSIONAL & CIVIC AWARDS / CERTIFICATIONS

*Maximum of 16 points can be earned for this section.*

### TOTAL POINTS:

*To be eligible for the CCE programs, you must have recorded a minimum of 175 out of an available 319 points.*

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## SECTION SEVEN: REFERENCES

Provide the following list of references: One (1) CCE, preferably from your state; two (2) community leaders; and two (2) volunteer organization chairpersons/presidents who have served within the last four years.

Select One	Name/Title	City, State	Phone	Email
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# 2019 CCE APPLICATION

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## SECTION EIGHT: DOCUMENTATION

Include the following documents with your application. Please save these documents with titles beginning with your last name and document type, e.g., McGuirestrategicplan1.pdf or McGuirestrategicplan2.pdf. Please refer to the CCE Application Guidelines for instructions on how to submit these documents as part of your application.

### Checklist:

Completed Application

Chamber Strategic Plan - most recent year

Chamber Strategic Plan - previous year

Chamber Annual Business Plan or Program of Work - most recent year

Chamber Annual Business Plan or Program of Work - previous year

Chamber Annual Report - most recent year

Chamber Annual Report - previous year

Annual Budget - most recent year

Annual Budget - previous year

Financial Statement - most recent year

Financial Statement - previous year

At least one of the above must be an audited statement.

*A. Chambers with revenue above \$500k/yr. must conduct an annual review by a certified financial firm and conduct an audit every other year.*

*B. Chambers with revenue under \$500k/yr. must conduct an annual review by a certified financial firm and conduct an audit every three years.*

Position Description

Chamber Organization Chart

Personnel / Policy Manual

Resume

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## SECTION NINE: PAYMENT AND SIGNATURE

Upon completion of this application, please sign below and save it with your name and the word "application," e.g., McGuireapplication.pdf.

Please sign your application (may be provided electronically), and submit your application and supporting documents in accordance with the CCE Application Guidelines. Contact Susan McGuire at [smcguire@acce.org](mailto:smcguire@acce.org) with any questions. Thank you!

**All the information provided in this application is accurate and truthful.**

**Signature:**

**Date:**