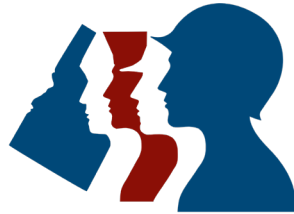


COMMITTEE HANDBOOK

IDAHO VETERANS CHAMBER OF COMMERCE, INC

February 21, 2024
(Revised Version)



Idaho Veterans
CHAMBER *of*
COMMERCE

The information in this handbook is the property of the Idaho Veterans Chamber of Commerce (hereafter referred to as IDVCC) and represents guidelines for all committee rules and governance to be followed by those appointed to serve in the capacity to support.

Idaho Veteran Chamber of Commerce

5465 E Terra Linda Way, Nampa, Idaho 83687

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MISSION | VISION | VALUES**We believe “Together is Better”**

Our Mission is to deliver wrap-around services and a navigation network hub for veterans, active-duty military personnel, and their families, providing community resources for education, housing, entrepreneurship, workforce management, family, and wellness services.

Our Vision is to bridge the gap by building strong sustainable partnerships deeply rooted within the Idaho and Military communities through collaboration and connection. We build and maintain relationships with businesses and organizations around Idaho to provide pathways for the military community to find the **right resources every time**.

Navigation Service Advisory Steering Committees

Education:	Chair/Co-Chair IDVCC Representative
Housing:	Chair/Co-Chair IDVCC Representative
Family and Wellness:	Chair/Co-Chair IDVCC Representative
Entrepreneurship:	Chair/Co-Chair IDVCC Representative
Workforce Management:	Chair/Co-Chair IDVCC Representative

Introduction

Purpose

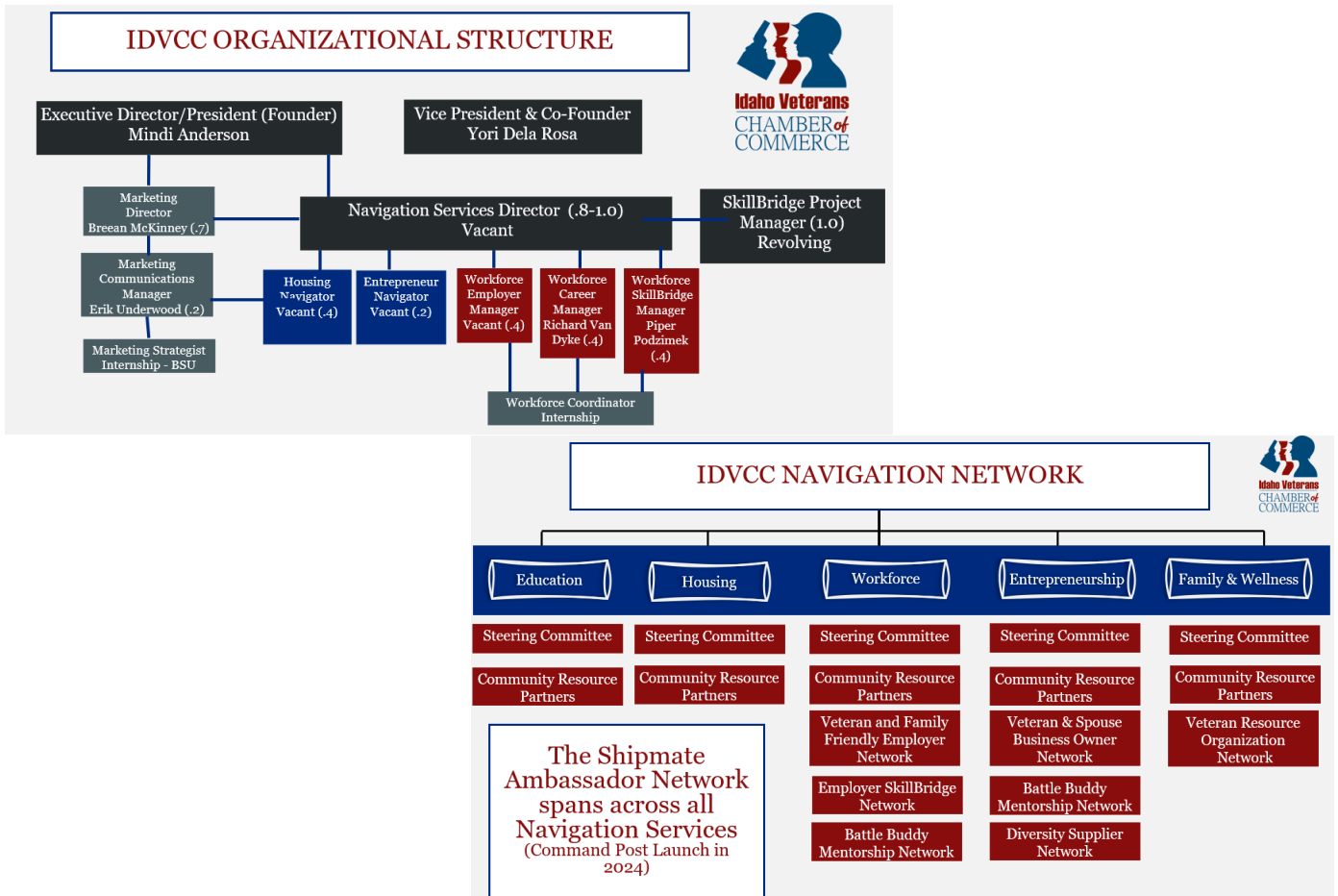
Identify Committees to support the successful execution of the Idaho Veterans Chamber of Commerce (IDVCC) navigation services. The IDVCC Executive Director will ensure the right people are involved, trained, and engaged to lead the committee in which they chair. The Executive Director will monitor progress of committees, align with business operations, review changes related to scope of budget, mitigate conflict, and provide thought partnership for each navigation service line, resulting in providing a service and enhancing partnerships within the civilian and military communities.

Each committee will play an important role in facilitating collaboration to ensure continued progress is made to support the needs, fill the gaps, and work in collaboration to accomplish greater good within all Idaho communities.

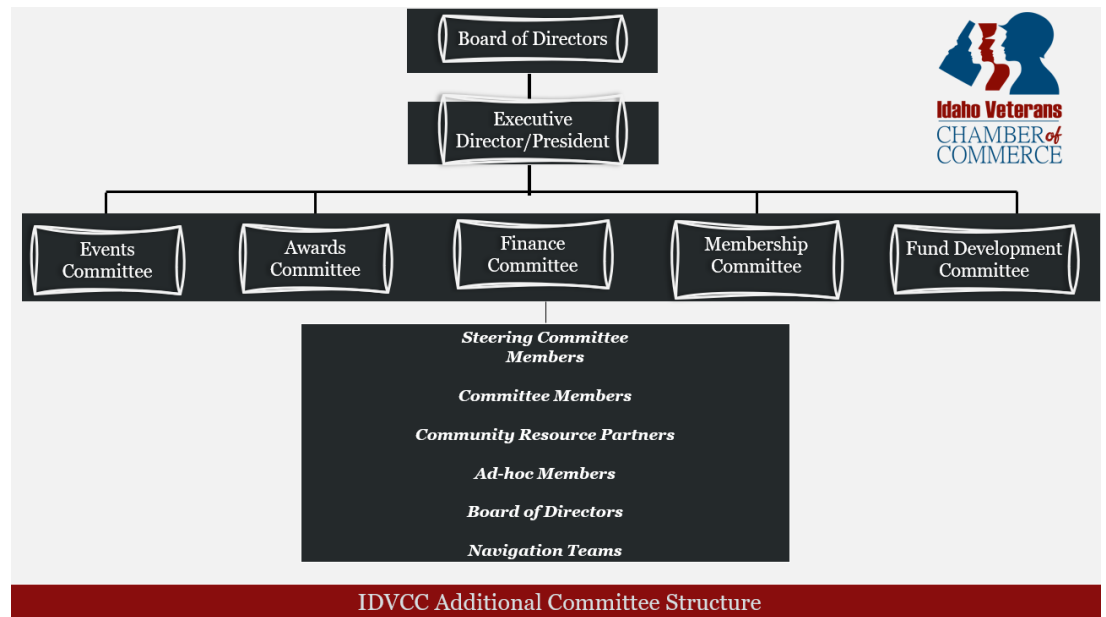
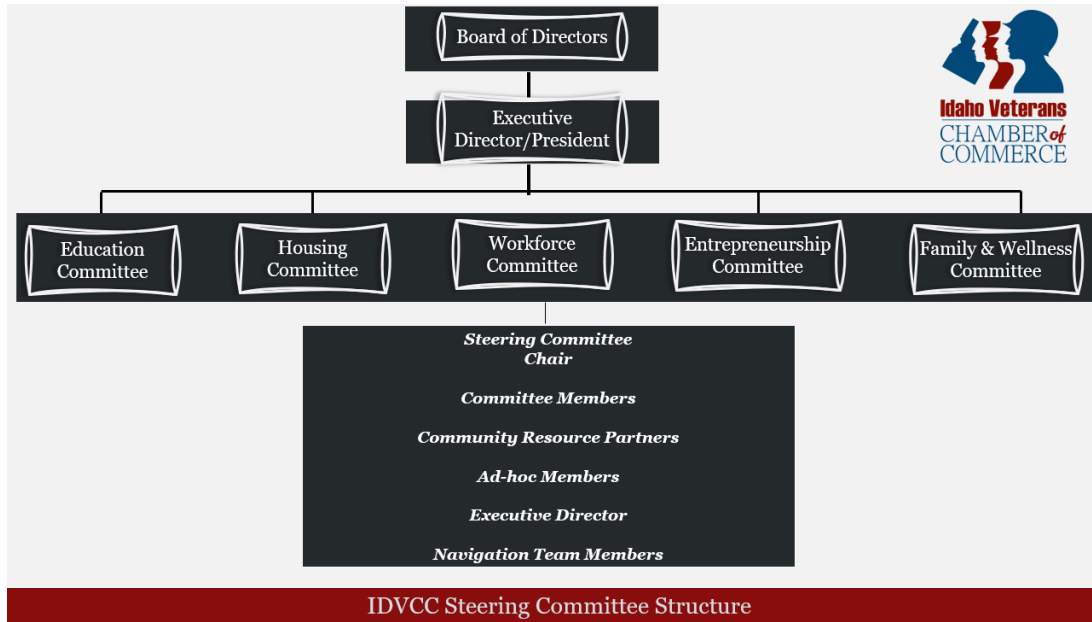
Objective

Provide resources and support to both the civilian and military community surrounding each navigation service to enhance the economic health, inclusion of all partners, and join forces.

I. Organizational Structure



II. Committee Structure



The Navigation Advisory Steering Committees will be those of Education, Housing, Workforce, Entrepreneurship, Family and Wellness in accordance with the IDVCC Bylaws. The committee’s will be further comprised of minimum seat representation to allow for advocacy from other organizations, companies, agencies, and/or members at large. Further structure and seat representatives will be further defined in Section III of this handbook. The Executive Director will appoint a member of the Idaho Veterans Chamber of Commerce team to support all functions, meeting facilitation support, and administrative roles.

1. Terms of Steering Committee Appointment

The Committee Chair and members will serve a 2-year term. The committee chair will be appointed by the committee members through a recommendation to the Idaho Veterans Chamber of Commerce Board of Directors. Consideration for committee chair will follow the requirements for application outlined in Section I.3 of this handbook prior to selection.

2. Appointment of Steering Committee Chair or Member

- a. The IDVCC will advertise the open chair position to each committee for a minimum of 30 calendar days.
- b. Applications will be submitted to the IDVCC Executive Director.
- c. Applicants will be provided to the committee through an electronic vote in which they will vote to approve the Chair after review of all applicants by electronic anonymous vote.
- d. Those seeking to be considered for the committee chair will be required to be a current and active voting member of the committee.
- e. All Applications for consideration will consist of:
 - i. Letter of Intent
 - ii. Individual Resume

All applications may be submitted by mail P.O. Box 191341, Boise Idaho 83719 or by email to Admin@idahoveterans.org

3. Process for Selecting Steering Committee Members

- a. The IDVCC Committee chair and Executive Director shall be the appointing authorities for a member serving in a seat position identified on the respective committee.
- b. Applications will be submitted to the Committee Chair and Executive Director and reviewed for selection.
- c. Applications for seat selection from organizations will not require an application process and will be provided by the organization's approving authority.
- d. Committee Members that are appointed and provided by the organization in which they represent will follow a different process in that the organization will submit the person who will represent them. No application process will be required, however, a review by the Executive Director and Committee Chair will be required before final confirmation.
- e. Any discrepancies in the selection of the committee members or chair will be moved to Board level discussion and final decision making.

4. **Removal of Steering Committee Members.** The Steering Committee may recommend to the board suspension or termination of a member of the committee for actions or behavior in violation of these bylaws, or which are deemed detrimental to the best interests of the IDVCC. A member may also be removed for lack of participation in the committee meetings (3 consecutive), events, and/or communications. The Executive Director and/or

Steering Committee Chair must provide an opportunity for the committee members to be heard prior to removal by the Board. If the committee member is appointed by the organization in which the seat represents, the Executive Director and/or Steering Committee Chair will reach out to the organization to discuss any concerns, removal, or replacements to be identified. This is in accordance with the IDVCC Bylaws.

III. Steering Committee and Member Roles and Responsibilities

Each committee will have minimum seat positions identified as the advisory members. All Steering Committee's will be a non-voting committee.

Each committee will meet quarterly to monitor navigation services and their effectiveness while also providing advocacy and deliver updates to the members of the committee and the Idaho Veterans Chamber of Commerce staff on initiatives or resources available within the services in which they monitor.

Each Committee member will serve as an advocate and support role to assist in development, implementation, sustainment, and changes for navigation services delivered by the staff of the IDVCC and provide recommendations for actions to the board for approval, execution, and funding obligations.

Each committee member will be charged with advocating for the Chamber's navigation services and further development of initiatives identified within the collaboration space.

1. Education

Mission: Through collaboration with committee members, we will provide the space for the military community to gain access to resources that will further support awareness, education pathways, benefits, and navigation towards pursuit of continuing education and the workforce.

The committee will provide advocacy for initiatives to bridge the gaps from military training to education institutes or agencies while also providing advisement and support to work being done within special projects across Idaho.

The committee representation will at the minimum have seats appointed with voting rights for all Idaho Education institutes identified below. Each education institute will be authorized to identify one person that will represent that institute. Additional members may be appointed by the Committee with non-voting rights.

- a. Boise State University
- b. College of Southern Idaho
- c. College of Western Idaho
- d. College of Eastern Idaho
- e. Idaho State University
- f. Lewis Clark State College

- g. North Idaho College
- h. University of Idaho
- i. Idaho Office State Board of Education
- j. Idaho State Approving Agency
- k. U.S. Department of Veterans Affairs
- l. Idaho Army National Guard
- m. Idaho Air National Guard
- n. Mountain Home Air Force Base
- o. Institute outside of Idaho State
- p. Technical Institute
- q. Idaho Department of Labor
- r. Private College
- s. Veteran Service Organization

2. Family and Wellness

Mission: The Committee will collaborate with Veteran Service Organizations, Division of Veteran Services, Department of Defense military installations, and non-veteran entities and individuals to support the delivery of services to navigate veterans, military serving, and family members to resources that promote the health and personal or physical wellness in areas such as, but not limited to:

- Transition of Military Benefits
- Physical and Mental Health
- Personal Financial Counseling
- Legal Counseling
- Economic Barriers and Challenges
- Women and Children Advocacy
- Community Health and Wellness

The committee representation will at the minimum have seats appointed with voting rights for advocacy to include organizations and members at large. Additional members may be appointed by the Committee with non-voting rights.

- a. Financial Advisor
- b. Life Insurance
- c. Mental Health
- d. Physical Health
- e. Legal Services
- f. Idaho Division of Veteran Services
- g. Gowen Field
- h. Mountain Home Air Force Base
- i. Nonprofit Organization (Mission focused on Elderly)

- j. Nonprofit Organization (Mission focused on Children)
- k. Nonprofit Organization (Mission focused on Women)
- l. Community Health
- m. Healthcare Insurance

3. Housing

Mission: The committee will collaborate with the housing agencies and professionals to further develop a space to collaborate and connect the military community to housing options from homelessness to purchasing a home. We will further work with companies and housing authority organizations to develop and deliver education and awareness for resources available. The committee will provide advocacy and support in the following areas, but are not limited to:

- Purchase of a Home
- Homelessness
- Home Repairs
- Retirement Community Placement
- Multifamily Opportunities and Placement
- End of Life Options and Care

The committee representation will at the minimum have seats appointed with voting rights for advocacy to include organizations and members at large. Additional members may be appointed by the Committee with non-voting rights. Delegation for appointment may be given to the Executive Director for approval.

- a. Idaho Division of Veteran Services
- b. US Department of Veteran Affairs
- c. Former Homeless Veteran
- d. Realtor
- e. Mortgage Broker/Title Company
- f. Land Purchasing
- g. Real Estate Property Management
- h. US Department of Housing
- i. Idaho Housing Finance Association
- j. Correctional Facility (Jail/Prison)
- k. Idaho Department of Labor
- l. Homeless Shelter
- m. Subcontractors
- n. Building Supply
- o. Builder
- p. Real Estate Association
- q. Non-profit Organization

4. Workforce Management

Mission: Through collaboration with committee members, we will provide the space for the military community job seekers and employers navigation services in job search, advancement and placement, professional development, community outreach and education.

The committee will provide advocacy for initiatives to bridge the gaps between the Idaho Workforce community while also providing advisement and support to work being done within special projects across Idaho.

The committee representation will at the minimum have seats appointed with voting rights for advocacy to include organizations and members at large. Additional members may be appointed by the Committee as ad-hoc members with non-voting rights.

- a. Workforce Development Council
- b. Idaho Department of Labor
- c. Idaho Business for Education
- d. Idaho Cybersecurity Task Force
- e. Education Institute
- f. Technical Training Center
- g. Hiring Staffing Agency
- h. Human Resource Professional
- i. Gowen Field
- j. U.S. Department of Veteran Affairs
- k. Apprenticeship
- l. Small Business
- m. Large Business
- n. Non-Profit Organization

5. Entrepreneurship (Veteran or Spouse Owned)

Mission: The committee will create the space for collaboration with all community organizations and veteran service organizations that increase awareness, provide education, deliver coaching and mentoring services to further work together to enhance navigation services and resources for aspiring or current business owners that are veteran, currently serving, and military spouse owned.

This committee will provide updates to programs in which the organization they represent delivers or offers. The committee will further enhance referral partnerships amongst each other that will benefit the business owners in finding the right resources, at the right time in their business ownership journey that will have a positive economic and future impact for their families and communities across Idaho. Additional members may be appointed by the Committee with non-voting rights.

- a. Small Business Administration
- b. Small Business Development Center
- c. SCORE
- d. Buy Idaho
- e. FARE Idaho
- f. Military Spouse Business Owner
- g. Idaho Department of Commerce
- h. Veteran Business Outreach Center PNW
- i. Veteran Business Owner
- j. Spouse Business Owner
- k. Farmer Veteran Coalition
- l. Economic Development Districts
- m. Idaho Hispanic Foundation (Adhoc)
- n. Capital Funding

IV. Steering Committee Responsibilities

Members of each committee will be approved by the Committee Chair and Executive Director before confirming their appointment. An updated roster will be maintained and provided for each committee as needed. Members of each committee will consist of internal colleagues, external partners, and current board members.

1. The Idaho Veterans Chamber of Commerce Representative

- a. The IDVCC representative will be appointed by the Executive Director and will provide the following support to the committee to which they are assigned.
 - Be responsible for the creation and delivery of meeting agendas, minutes, and supporting documents during committee meetings and any working groups established.
 - Attend all committee meetings and facilitate as needed
 - Report to the IDVCC Staff as a liaison.

2. The Steering Committee Chair:

- a. The Chair will provide the following support to the IDVCC Committee in which they chair:
 - Serve as a Board member of the IDVCC
 - Report to Board on committee updates and funding requests for approval
 - Monitor budget and grants specific to committee
 - Assist with creating meeting agendas & facilitate committee meetings
 - Review and approve meeting minutes to be generated and distributed
 - Work closely with the IDVCC Representative

3. The Steering Committee Members:

- a. Will provide the following support to the IDVCC Committee in which they are assigned:

- Attend quarterly meetings.
- Support working group projects for various events throughout the year
- As a liaison between the IDVCC and the organization, they represent by reporting out updates from monthly meetings, working group initiatives, etc.

4. **Steering Committee Chair and Member Standards:**

- a. Advise, assist, support, and advocate for the IDVCC mission in public and private forums.
- b. Participate in events and workshops to support and learn more about the organization to become better advocates.

V. **Voting**

The purpose of this section is to serve as required guidelines for voting approvals to differentiate those that serve as a voting committee member and non-voting member.

1. **Voting members** will be those assigned to the Finance and Membership Committee and any other special committees established by the Board of Directors.
2. **Voting Members** will be those identified as holding a seat position and are appointed by the Executive Director and/or Board of Directors.
3. **Advisory Board Members** will be those identified as Steering Committee members that will provide recommendations to the Advisory Steering Committee Chair who will then present to the Board of Directors for a vote for anything deemed necessary to review by the Board for approval.
4. **Quorum** of any voting committees will consist of a 2/3 majority in attendance of voting members.

VI. **Meeting Rules**

1. **All meetings** will be open to the public and published on the Idaho Veterans Chamber of Commerce website at www.idahoveterans.org.
 - a. Meetings may be held virtually or in-person with both options available.
 - b. Meetings will be held monthly or quarterly and set by the committees unless there is a request to cancel a meeting.
 - c. Further Meeting rules will adhere to IDVCC Bylaws.

VII. **Additional Committees**

Board members will be provided with an opportunity to support internal committees of their choice and where they can provide the most knowledge in supporting the Chamber in their success. The Board of Directors will also determine membership to be comprised of Board Members, Committee Members, and/or Community Volunteers. The additional committees of the Chamber at the minimum will be:

1. Finance Committee

- a. Monitor Operating Expenses
- b. Monitor Annual Budget
- c. Support Application for Loans
- d. Monthly Financial Review and reporting to the Board
- e. Fund Development Committee Support

2. Fund Development

- a. Grants
- b. Small and Large Donor Management
- c. Capital and Fundraising Campaigns
- d. Advisor to CRM management, data collection, and tracking donors/grants

3. Events Committee

- a. Large and Small Fundraising Events
- b. Workshops | Summits | Conferences
- c. Special Events

4. Awards Committee

- a. Support Annual Awards Luncheon
- b. Spotlight Business and Employers of the Quarter across Idaho – Begin 2024
- c. Submit our organization for awards in the community.

5. Membership Committee

- a. Support Sponsorship Renewals
- b. Annual Review of Memberships
- c. Handle Membership Complaints, requests for refunds, and violation of By-Laws
- d. Review and Approve Membership Fee requests to be waived.
- e. Review and Approve Event Sponsorships to be approved for annual sponsorship
- f. Monitor Membership Policies and Benefits

APPENDIX

Appendix A

Letter of Recommendation Template

Insert Letterhead if Applicable

{Date}

To: Idaho Veterans Chamber of Commerce

From: {Insert Name or Organization}

Dear Mindi Anderson,

I'm writing to recommend {Insert Name} for the position of {Insert Position} at Idaho Veterans Chamber of Commerce. I've had the opportunity to work with {Insert Name} for the {Insert Time known} at {Insert Company}, and have been consistently impressed with her diligence, efficiency, and ability to get things done.

Most recently, {Insert Name} has worked for me directly as a {Insert current/previous position}. In this role, {Insert job responsibilities/skills such as: she performed many administrative tasks in addition to greeting customers and other visitors and organizing team events}. For example, {Insert current job duties/skills such as: she currently manages our executive team's schedules and organizes their appointments, as well as coordinating travel and expense reporting}.

I believe that {Insert Name} would be an excellent addition to your team. I've been consistently impressed with her organizational skills and grace under pressure. In our industry, as you know, every position is a customer service position. {Insert Name} constantly seeks to learn more about our products and programs so that she can help serve our clients and mitigate issues as they come up. She's also a quick learner who picks up new technology with great speed.

I strongly recommend {Insert Name} for the position of {Insert Position} at Idaho Veterans Chamber of Commerce. She's {Insert relevant attributes such as, organized, detail-oriented, effective, and committed to getting the job done}. She'd make an excellent addition to your team.

Please feel free to contact me at {Insert Phone Number} if you have any questions.

Sincerely,

Signature Block

Appendix B

Letter of Intent Template

Insert Letterhead if Applicable

{Date}

To: Idaho Veterans Chamber of Commerce

From: {Insert Name or Organization}

Dear Mindi Anderson,

I would like to apply for the position of Professional Employer Organization with the Idaho Veterans Chamber of Commerce on the Entrepreneur Committee. I am very much aligned with the goals and focus of your organization, and I would like to use the skills as a (Insert current job title, for company xxxx) to help community organizations such as yours reach their goals of serving the veteran, military, and families and the communities across Idaho. My current role allows me to work with businesses on a day-to-day basis helping them find solutions to making business easy.

I have 8 years of experience as a committee member or volunteer within my community. That experience includes, Secretary of the Local Chapter for Organization XXX, Parent Advisory Committee member for my daughter's school, and Advisory board member for the Idaho Women's Business Center. Some of my key strengths in my professional career that I believe align with the IDVCC are, I thrive on finding resolutions to problems and genuinely care about the health of our ecosystem and the businesses within the State. Over the years through various positions, I have developed a network of professionals that would provide value and benefit to furthering the mission of the Chamber.

My enclosed resume will provide you with more details regarding my qualifications and experience. I know that I can bring much benefit with my experience, educational qualifications and skills and I look forward to putting these towards furthering the mission of the Idaho Veterans Chamber of Commerce. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Signature Block

Appendix C

Definitions

Veteran Service Organization – A nonprofit organization whose primary mission is to serve the military/veteran community in a capacity that supports the committee in which an organization seat position is identified.

Ad-hoc members – Members of a committee that do not have a seat position identified on the committee but have a desire to be a part of the committee. They will be non-voting members.

Open Seat Positions – Those committee positions identified that will provide advocacy for the seat position and represent all advocacy for others in the State of Idaho. They will not represent one organization, institute, agency, or facility i.e. Staffing Agency Seat position could be filled by a Staffing agency company, however, represents the voice and not the company as an advocate.

Directly Appointed Seat Positions – The committee positions identified as serving the only organization, institute, agency, or facility of that kind in The State of Idaho i.e., Workforce Development Council.

Military Community – References to veterans and/or military that have served, military currently serving, military that will transition, and their family members to include parents of military, spouses, and children.