

# IACCE Chamber Accreditation Program

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## Application

**2020**

\*\*\*Please be aware that the program name has been updated to "Accreditation" from "Certified". The rest of the application will be updated

The IACCE Certified Chamber of Commerce Program promotes public awareness of the intent of the chamber of commerce brand as a non-profit community development based business membership organization by providing a peer review process of generally accepted chamber of commerce organizational benchmarks.

Certification with IACCE defines excellence in chamber planning and recognizes chambers for outstanding contributions toward positive change in their communities. The purpose of the IACCE Certification Program is to facilitate continuing excellence in the chamber industry and to foster a pro-business environment across Illinois.

**Contents**

Introduction ..... 3

Implementation ..... 3

Certification Process ..... 3

Point System ..... 3

Certification..... 4

Submission Timeline ..... 4

Application ..... 5

Mandatory Items Check-list ..... 6

Section I – Governance & Legal Documents ..... 6

Section II – Strategic Direction ..... 7

Section III – Financial & Risk Management ..... 7

Section IV – Administration & Staffing ..... 8

Section V – Membership Services ..... 8

# IACCE Chamber Certification Program Application

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## Introduction

By becoming a certified chamber of commerce, chambers are recognized for sound business practices and for providing responsible and innovative programs to benefit their membership. IACCE is the professional development organization for Illinois chamber professionals. As such, it is our responsibility to guide chamber leaders and support each other.

## Implementation

The IACCE Chamber Certification Program is voluntary. Any chamber that is accredited through the U.S. Chamber of Commerce is exempt from all application requirements with proof of accreditation. Only IACCE members may apply. Application does not guarantee approval of verification. Certification is based on information provided in the application and is a recognition designation. IACCE is not endorsing the chamber in any legal manner and is not liable for the actions of any certified or uncertified chamber.

## Certification Process

The Certified Chamber of Commerce Program sets standards of excellence for chambers in Illinois. The certification is based on a scoring system. The certification committee represents a cross section of experienced chamber professionals from small, medium and large chambers who review the applications and score based on the defined criteria. The committee presents the scores to the full IACCE board and marks each applicant as “Approved” or “Suggest Improvement.” The IACCE Board reviews the items for improvement and provides feedback to the applicant. Because the standards are high, not all chambers will meet the criteria for certification.

Chambers submitting for certification must answer every question. **If the chamber chooses not to have a particular program or document, the chamber must provide the policy or explanation for why the organization does not have the document or provide the service to members.** Applications which include items without any documentation or N/A are considered incomplete and will not be scored for certification.

## Point System

The certification program is based on a point system. This point system is 0-3 with the following criteria for each. All items contain a standard to define meeting expectations (2). Some items contain criteria for one or more of the other numbers on the scale. Unless otherwise noted, the following scale will be used.

- **0 pts: Does not participate:** The chamber earns zero points for an item if the chamber does not have the program or documentation requested. If the chamber does not have an item requested, an explanation on **why** from the chamber's governing body is included. If the item is blank, the application is invalid.
- **1 pt: Needs Improvement:** The chamber receives one (1) point for items which the chamber has a program or documentation addressing the requirement but the item needs improvement. For any items rated as a one, please include comments about how to improve and IACCE will support the organization by offering training as needed. Items earn a one if the organization has a program and provides documentation but does **NOT** meet the minimum standard of a two.
- **2 pts: Meets Expectations:** The criteria set for earning a two (2) for each item represents sound business practices and the expectations of IACCE for a well run chamber of commerce. Please begin from that standard to determine the score for each item.
- **3 pts: Exceeds Expectations:** The chamber receives three (3) points for documentation of items that are exceptionally innovative or above expectations. If there is a specific requirement to earn three points, it is noted in the information. Otherwise, scorers should use their discretion that the documentation and the program are well beyond meeting expectations and are truly unique and innovative.

Please remember that the scale for certification is based on meeting expectations as a two(2). Please think of a three (3) as extra credit. Chambers only receive a three for items that are innovative and go well beyond the normal expectations of an effective chamber. These are chambers IACCE would consider asking to share a program as a best practice for the chamber industry.

## Certification

For certification, the chamber must achieve a minimum of 60 points. There are 36 best practices areas which allows a chamber to have up to 6 areas that need improvement while still qualifying for accreditation. Although there are several areas that are mandatory, it will still be a process that your chamber can fulfill.

The certification is valid for three years. Certified chambers should reapply in the second year of certification to ensure no lapse in certification.

## Submission Timeline

The deadline to submit applications is **June 30th of each year**. (No applications are accepted after this date.) Panels of at least three chamber professionals review and score each application.

Newly certified chambers are recognized during the IACCE annual conference at the annual awards ceremony, including a presentation of a Certified Chamber of Commerce plaque. In addition, a marketing packet is provided to assist the chamber in utilizing certification designation as an effective marketing tool in recruitment efforts.

## Application

The information on this page is for statistical classification only. The information must be completed in its entirety for certification; however, no points are awarded for information on this page.

Chamber Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Website: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

### Payment

All fees must accompany the application. Application fees are non-refundable under any circumstance and payment of the fee does not guarantee certification.

**The application fee is \$250. (\$50 for U. S. Chamber Accredited Chambers)**

**Credit Card** Number: \_\_\_\_\_ Exp: \_\_\_\_\_

CVV: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Check** Check number: \_\_\_\_\_

Please make check payable to IACCE and send via mail to: IACCE PO Box 13140, Springfield IL, 62791-13140

### Supporting Information

Paid Full-time Executive:  Yes  No

Number of Employees on Staff: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time

Office Space:  Own  Rent \_\_\_\_\_ Approx. Sq Ft

Population of area served: \_\_\_\_\_

Geographic description of area served: \_\_\_\_\_

Total Annual Operating Budget: \$ \_\_\_\_\_

Average Dues per Member: \$ \_\_\_\_\_

Dues Schedule: (Attach copy) Min: \$ \_\_\_\_\_ Max: \$ \_\_\_\_\_

Number of Paying Members: \_\_\_\_\_ Other \_\_\_\_\_

## Mandatory Items Check-list

The following items are mandatory requirements to apply for certification. Please take a moment to ensure that these items are included.

- Complete application sheet above
- Articles of Incorporation
- Bylaws
- IRS Letter of Determination
- Form 990
- Sample Meeting Agenda/Minutes
- Annual Budget
- Financial oversight
- Fees submitted
- IACCE member in good standing

Are each of the above items included? \_\_\_\_ Yes \_\_\_\_ No

If you checked "No," you are finished scoring this application. The chamber should provide the additional documentation and reapply next year.

## Section I – Governance & Legal Documents

1. **Articles of Incorporation:** Mandatory requirement
2. **Bylaws:** Mandatory requirement
3. **Copies of IRS documents:** Mandatory requirement
  - a. Letter of determination
  - b. Most recent Form 990
4. **Board Leadership manual/handbook**
  - a. Process and documentation for selection and installation of officers
  - b. Board roster
  - c. IRS policy section: must include the following
    1. Conflict of interest
    2. Whistleblower policy
    3. Document retention and destruction policy
    4. Confidentiality policy
5. **The three most recent board agendas and corresponding minutes with a description of the process for developing the agenda and the meeting frequency.**

## Section II – Strategic Direction

Strategic planning and utilization of that plan are instrumental in the long term success and health of an organization. It is not enough to go through the exercise of creating a strategic and annual plan; those plans must be ingrained into the organization. Staff and members should clearly understand the mission and plan for the organization and understand how he or she fits into that plan. This provides more value to the members and to the staff. Staff members who feel they truly impact the direction of the organization are more likely to be effective and satisfied with the job which will translate into better customer service. IACCE believes the following criteria are fundamental to this concept.

1. **Mission statement and use:** Mandatory requirement.
2. **Current strategic plan and use, implementation and integration of the plan into the organization.**
3. **Current business plan/action plan/program of work and describe reporting for the “state of the chamber” to members.**
4. **Current business advocacy plan**

## Section III – Financial & Risk Management

As a significant resource for the business community, it is paramount that the organization has proper policies and procedures in place to protect the financial assets of the organization and to appropriately guard against potential threats to the long term sustainability of the organization. As such, IACCE feels items like insurance, financial policies and procedures, financial oversight and emergency preparedness are essential to chambers of commerce. In addition, it is important that the leadership of the chamber understand key performance indicators and make appropriate changes to respond to those indicators in the best interest of the organization.

1. **Insurance coverage:** Mandatory requirement. Should include the following:
  - a. Director and Officer
  - b. General Liability
  - c. Meetings
  - d. Host Liquor Liability
  - e. Volunteer
2. **Current budget and three successive years of budgets vs actuals**
3. **Financial oversight:** Minimum requirement is an annual compilation with a review the year prior to certification.
4. **Most recent profit and loss statement, balance sheet and process for reporting to your board**
5. **Financial policies and procedures manual**
6. **Emergency Preparedness Plan**
7. **Crisis Communications Plan**
  - 0 pts – No financial policy and procedures in place
  - 1 pt – Financial reporting to your board without an annual review
  - 2 pts – Financial reporting to your board, Board Treasurer oversight, yearly financial review
  - 3 pts – Financial reporting to your board, Board Treasurer oversight, and an annual audit

## **Section IV – Administration & Staffing**

Staff management protects the organization from liabilities related to employment law and sets standards and expectations for staff. Consistency leads to more satisfied staff which translates into success for the organization. Basing these items on the strategic plan ensure the best possibility of meeting the vision and goals of the plan.

- 1. Current staff members and job descriptions**
- 2. Employee manual and personnel policies**
- 3. Staff performance evaluations template**
- 4. Executive Directors/CEO Employment Contract**
- 5. Executive Directors/CEO performance evaluation template**
- 6. Professional development policy and past 12 month's documentation**
- 7. Organizational chart**

## **Section V – Membership Services**

As a membership organization, the services chambers provide to the members are the core to the success of the organization. We encourage chambers to understand the individual market and the specific needs of the members in the service area. It is important think outside the box and to continue to evolve to meet the needs of the businesses in the market. More points are given for those who are evolving to meet the needs and continue to be relevant.

- 1. Market knowledge and collaboration**
  - a. Description of service area: Mandatory Item.
  - b. Provide information on your market share: Zero or two points only
  - c. What other Chambers are in your market and describe your relationship with each (competitive, collaborative, no relationship, etc.).
- 2. Membership application**
  - a. Current application
  - b. Dues investment schedule with number of members at each level
- 3. Membership trends**
  - a. Statistical data for three years:
- 4. Retention plan**
  - a. Copy of retention plan
  - b. Impact of your retention plan

5. **Member Value Creation**
  - a. Value statement
  - b. Member testimonials
6. **Non-dues Revenue Generation (revenue generated, members joined due to benefits, participation percentage, etc)**
7. **Programs/Events/Services**
  - a. Provide description of up to six programs each including what it is, why you do it and how you measure success
  - b. Provide results from programs and services from the past 24 months  
**(maximum of six examples)**
8. **Member communications**
  - a. Communications plan and examples (such as mail, newsletter, email, and social media)
  - b. Communications results (open rate, percent of members connected via social media, email bounce back rates, unsubscribe percentages, ROI on mailings, etc.
9. **Marketing/Branding Strategy and examples (maximum of six examples)**
10. **Media Relations:**
  - a. Provide sample news releases and submit samples of media coverage. Include cut sheet and/or web page printout with date and time stamp **(maximum of six samples)**
11. **Economic Development**
  - a. Chamber's role in economic development
  - b. Describe recent successes in economic development **(max of three within 24 months)**
  - c. Provide your legislative platform and describe in detail the most recent and successful campaigns **(max of three within 24 months)**
12. **Technology**
  - a. Describe technology that you currently use and your plan for enhancement. Examples include: text message marketing, database, APPS, website enhancements such as videos and blogging, operational technology that streamlines efficiency.
13. **Advocacy or Government Affairs**
  - a. Chamber's policy and procedures for advocacy  
Provide your advocacy platform and describe in detail the most recent and successful campaigns (max of three within 24 months)
  - b. Chamber's policy and procedures for government affairs  
Provide your legislative platform and describe in detail the most recent and successful campaigns (max of three within 24 months)