

# VOLUNTEER HANDBOOK

## CURRICULUM COMMITTEE



U.S. CHAMBER OF COMMERCE FOUNDATION  
Institute for Organization Management

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### RESPONSIBILITIES

The Curriculum Committee member's role is to provide insight and recommendations that are aligned with the CAE and CCE bodies of knowledge to maintain Institute's curriculum at the forefront of what's to come.

#### **Responsibilities of all Committee Members**

- Provide recommendations to Institute pertaining to curriculum offerings.
- Provide recommendations to Institute for potential new Faculty members.
- Promote respectable conduct, student morale, and attendance in class.
- Conduct course audits on-site.
- Participate in the industry consultation program on-site.
- Communicate complaints or issues of concerns with the curriculum immediately to Institute staff.
- Promote enrollment in Institute to association, chamber, and nonprofit professionals.
- Attend the Fall Curriculum Committee meeting.
- Communicate and carry out policies adopted by the National Board of Trustees.

#### **Responsibilities of Chair, Curriculum Committee**

- Represent the Curriculum Committee on the National Board of Trustees.
- Serve as a role model for volunteers and participants involved with Institute.
- Maintain consistent communication with Institute staff throughout the year; serve as liaison between Institute staff and Curriculum Committee.
- Preside over conference calls and meetings; coordinate with staff on agenda items.
- Conduct new faculty interview conference calls with U.S. Chamber staff throughout the year.

#### **Responsibilities of Vice Chair, Curriculum Committee**

- Assist Board Chair with conference calls, meetings, and in the case of Committee Chair absence, preside over meetings and calls.
- Serve as a role model for volunteers and participants involved with Institute.
- Assist Committee Chair with new faculty interview conference calls with Institute staff throughout the year.