

# VOLUNTEER HANDBOOK

## BOARDS OF REGENTS



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

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### GOVERNANCE

The Boards of Regents serve in an advisory capacity and act on behalf of and represent the National Board of Trustees. Each Board of Regents is responsible for implementing all policies and directives from the National Board of Trustees at its individual Institute site. The Board of Regents for each site is represented on the National Board of Trustees by its Chair.

#### **Composition**

Each Board of Regents should consist of a minimum of 12 members. Regents should strive to achieve a balance of association and chamber executives reflecting their attendees.

#### **Method of Selection**

The Chair of each Board of Regents appoints a Nominating Committee annually, made up of at least three members of its Board of Regents, with one person serving as Chair. The Chair, in consultation with designated Institute staff, makes recommendations to the Executive Committee of the National Board of Trustees to fill Regent vacancies. Nominations for Regent positions are submitted to the National Trustees' Executive Committee at least two weeks prior to the fall Board of Trustees meeting.

#### **Qualifications**

- Regents should be actively employed full time in the association, chamber, or related nonprofit profession.
- Regents' organizations must be dues-paying members of the U.S. Chamber of Commerce.
- Regents must be graduates of Institute and must have demonstrated leadership in, or have made significant contributions to, the advancement of the Institute program.

#### **Terms**

Regents shall serve two-year terms not to exceed three consecutive terms. Terms will begin after the approval of Regent nominees at the fall Board of Trustees meeting.

Any Regent may resign at any time by giving written notice to the Chair.

Regents who are absent from two regularly scheduled Board of Regents meetings may forfeit their position on the Board. However, the Chair of the Board may consider each absence of a Board member as a separate circumstance and may expressly waive such absence by affirmation vote of a majority of Board members.

#### **Nominating Committee**

The Nominating Committee is composed of the Past Chair, Chair, and Vice Chair. The Committee is responsible for nominating candidates to join the Board of Regents.

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#### **Meetings**

Regular meetings of the Board of Regents are held two times each year—during the fall and Institute week. Each Regent is required to be onsite during a portion of the weeklong Institute program and participate in the program. Each Regent is encouraged to participate in the full week.

Notice of meetings shall be given to the regents not less than two weeks prior to when the meeting is held.

Members may participate in a meeting through conference call.

One-third of the number of regents comprising the board at the time of any meeting constitutes a quorum for the transaction of business.

#### **Compensation**

The U.S. Chamber of Commerce Foundation does not reimburse expenses for Regents to attend Institute or to participate in Board meetings.