



# Volunteer Handbook

## Class Advisor Selection & Qualifications

### Method of Selection

The Board of Regents vice chair is responsible for the Class Advisor program.

Members of the Board of Regents recommend candidates to the regent vice chair and U.S. Chamber of Commerce staff, in addition to the vice chair conducting a call for volunteers. Regents and staff work together to determine the number of Class Advisors needed and to ensure that recommended candidates meet the qualifications set forth below.

### Qualifications

- Class Advisors must be actively employed in the association, chamber, or related nonprofit profession.
- Class Advisors' organizations must be dues-paying members of the U.S. Chamber of Commerce.
- Class Advisors must be graduates of Institute and must have demonstrated leadership throughout their Institute experience.

### Expectations

Class Advisors must be able to attend the Institute week in full and be available to communicate with staff and class members prior to the start of the Institute week. In addition, Class Advisors must fully participate in all activities during the week of Institute as outlined in the *Class Advisor—Roles and Responsibilities* section.

Class Advisors represent the spirit of the program by promoting Institute at all appropriate venues, including state association and chamber meetings, conferences, and daily contact within the industry.

### Provisions

Class Advisors are not required to serve at the site that they attended. Assignments to specific classes are made at the discretion of the U.S. Chamber of Commerce and Board of Regents. Furthermore, Class Advisors are not committed to one single class, and there is no guarantee that they will remain with the same class if returning the following year.

### Compensation

The U.S. Chamber of Commerce does not reimburse Class Advisors for travel and lodging expenses to participate in Institute. However, the U.S. Chamber pays the activity fee for meals and social events while at Institute. In addition, Class Advisors may attend elective courses at no charge during the Institute week.