



# Volunteer Handbook

## Curriculum Committee Governance

The Curriculum Committee members serve on behalf of and represent the National Board of Trustees. The Committee is responsible for annually reviewing the curriculum and implementing all policies and directives from the National Board of Trustees. The Committee is represented on the National Board of Trustees by its Chair.

### Composition

The Curriculum Committee is comprised of up to 20 people including the Chair and Vice Chair of the committee (each position is a two-year term), the Vice Chair of each Board of Regents (serving a one-year term), two active faculty members (serving two-year terms), nine at-large members (serving two-year terms), an ASAE representative, and an ACCE representative. Consecutive term service on the Committee may not exceed six years.

### Method of Selection

Nominations for Curriculum Committee positions must be submitted to the National Trustees' Executive Committee prior to the fall Board meeting.

### Qualifications

- Committee members must be actively employed full time in the association, chamber, or related nonprofit profession as a consultant.
- Committee members must be graduates of Institute and must have demonstrated leadership throughout their Institute experience. An exception is made for the active faculty member positions and the representatives from ASAE and ACCE.
- Committee members' organizations must be dues-paying members of the U.S. Chamber of Commerce. An exception is made for the active faculty member positions.
- No more than one member from any organization may be named a member of the Committee.



# Volunteer Handbook

## Curriculum Committee Governance

### Terms

Each Curriculum Committee member serves for a designated term of up to two years. Consecutive term service on the Committee may not exceed six years, with the exception of those holding the ASAE and ACCE representative positions. Terms will begin after the approval of Committee nominees at the fall Board of Trustees meeting.

Any Committee member may resign at any time by giving written notice to the Chair. Committee members who are absent from two regularly scheduled fall Curriculum Committee meetings may forfeit their position on the Board. However, the Chair of the Curriculum Committee may consider each absence of a committee member as a separate circumstance and may expressly waive such absence by affirmation vote of a majority of committee members.

### Nominating Committee

The Nominating Committee is composed of the Chair and Vice Chair. The Committee is responsible for identifying and nominating candidates to join the Curriculum Committee.

### Meetings

The Curriculum Committee meets face-to-face once a year during the fall Board Meeting. The Chair of the Committee could call for additional conference calls throughout the year.

The Chair of the Committee presides at meetings of the Curriculum Committee. In the absence of the Chair, the Vice Chair presides.

Members of the Curriculum Committee are the only members entitled to vote. Voting by proxy is not permitted.

One-third of the number of Curriculum Committee Members comprising the Committee at the time of any meeting constitutes a quorum for the transaction of business.

### Compensation

The U.S. Chamber of Commerce does not reimburse expenses for Curriculum Committee members to attend Institute or to participate in Committee meetings.