

LEAD Peninsula Alumni Network Servicing Guidance

This document outlines the fundamental principles and general operations structure for the LEAD Peninsula Alumni Network (LPAN). Content is meant to address and support the stand-up phases of the LPAN as well as a robust future state. Document edits should be noted in the version history below and approved with concurrence from LPAN Chair, Chair-Elect, and Chamber Advisors. Current documentation can be found on the Virginia Peninsula Chamber (Chamber), LPAN website:

(<https://www.virginiapeninsulachamber.com/lead-peninsula-alumni-network/>).

Version History

Version	Author/Editor	Edit Notes	Date
V1.0	Jenifer Spratley (Chair), Sarah McCrea (Chair-Elect)	Establishment of Document	9/19/2022
V2.0	Jenifer Spratley (Chair), Sarah McCrea (Chair-Elect), Jaime Parrish (Chamber Advisor), Suzy Johnson (Chamber Advisor)	Review and Formalization of Service Guide	11/14/2022
V3.0	Sarah McCrea (Chair-Elect)	Incorporating Leadership Team final review notes	3/25/2023
V4.0	Sarah McCrea (Chair-Elect)	Incorporating Exit Interview guidance	5/31/2023
V5.0	Jaime Parrish (Chamber Advisor), Sarah McCrea (Chair)	Updating titles, responsibilities, finalizing commitment statement, and incorporation of orientation guidance and succession planning	6/29/2023
V6.0	Jaime Parrish (Chamber Advisor)	Combining of Recruitment Committees	8/2/2023
V7.0	Sarah McCrea (Chair), Bronach Branon (Chair-Elect), Jaime Parrish (Chamber Advisor)	Updates to align to latest LPAN structure and terminology	6/28/2024

Principles of Network

Mission Statement

The LEAD Peninsula Alumni Network supports the Virginia Peninsula Chamber in its mission to connect business with opportunity and seeks to strengthen the tie between alumni, community, and the Chamber.

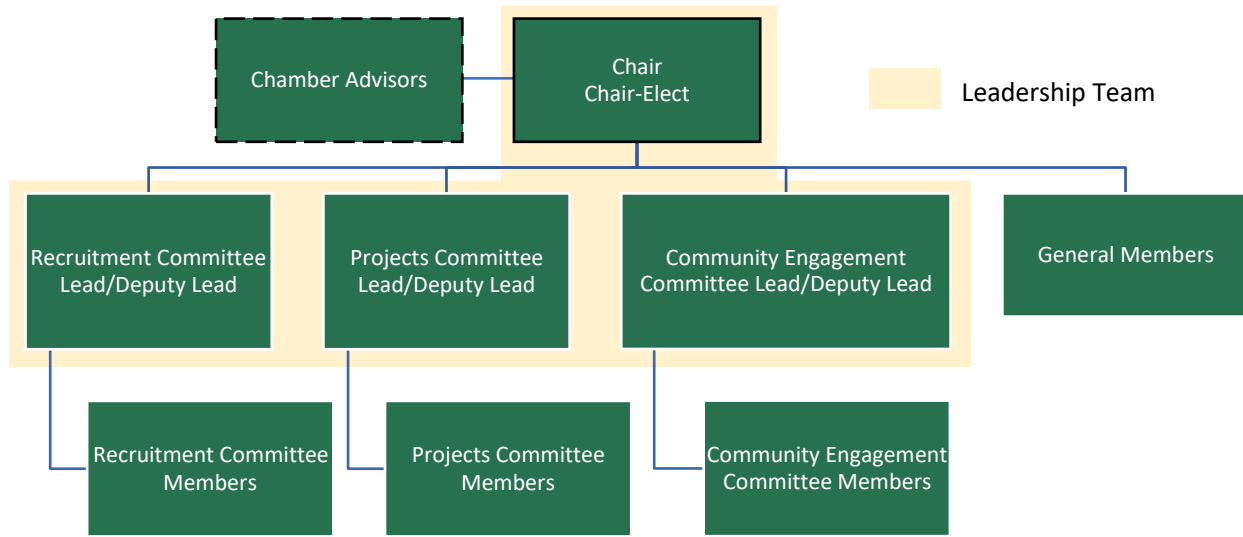
Vision Statement

To foster development and retention of talent through engagement and connection across the peninsula.

Theme Words

Connect, Support, and Serve

Structure



Chamber Advisor

Initial Advisors for LPAN consist of the:

- Virginia Peninsula Chamber’s Director of LEAD Peninsula
- Virginia Peninsula Chamber’s Executive Vice President

This role serves as LPAN’s trusted advisor, providing insight and guidance aligned to the Chamber’s mission, vision, and pulse of Peninsula business community. Chamber Advisors will provide LPAN’s Chair, Chair-Elect, and Leadership Team with base-line annual requirements to meet and help guide activities.

Chair

Appointed by a call for self-nomination, and current Chamber Advisor, Chair, and Chair-Elect selection and concurrence.

Chair-Elect

Appointed by a call for self-nomination, and current Chamber Advisor and Chair selection and concurrence. The individual assuming this role does so with the knowledge they will assume the role of Chair at the end of the current Chair’s term.

Lead/Deputy Lead

Appointed by a call for self-nomination, and current Chamber Advisor and Leadership Team selection and concurrence.

Committee Members

LPAN’s General Members are assigned to committees via Leadership Team (Chamber Advisors, Chair, Chair-Elect, and Committee Lead/Deputy Lead) discussion and concurrence.

Committees

A body of LPAN members, led by an appointed Lead and Deputy Lead, delegated to consider, investigate, act on, or report on initiatives driven by and aligned to LPAN’s mission and vision.

The entire LPAN membership is not required to be assigned to a committee, but committees should maintain enough members to be effective and efficient, recommending a minimum of 3 members and a maximum of 9 members per committee or a minimum 25-33% of LPAN’s total membership should serve on a committee. Committees may evolve or dissolve to best serve the goals of LPAN with concurrence from the Leadership Team (Chair, Chair-Elect, and Committee Leads/Deputy Leads) and Chamber Advisors. LPAN’s starter committees are listed below:

- **Recruitment:** To recruit LEAD Peninsula graduates to join LPAN, encourage members to join committees, and be an active, value-providing member of LPAN (*reference commitment statement*).
- **Projects:** Recruit volunteers for the annual Poverty Simulation, organizing various volunteer opportunities, and related events.
- **Community Engagement:** Assist the Virginia Peninsula Chamber in planning and organizing the Alumni Network social events (2-3 annually), and champion LPAN’s events to serve/give back to the Hampton Roads community.
- **Sub-Committee:** Established committee supporting assigned initiatives or standing responsibilities of existing formal committees.
 - *Student Professional Development Program:* Guide LPAN efforts to help Hampton Roads’ emerging workforce explore career opportunities, and network with professionals from across academia, industry, and government professions.
- **Ad Hoc:** Non-enduring effort that needs supporting team to design, plan, recruit participants, implement, concludes, reports out and then dissolves.

Leadership Team

LPAN’s Leadership Team consists of the Chair, Chair-Elect, and Leads/Deputy Leads of each formal Committee (Recruitment, Projects, and Community Engagement).

General/Non-Officio Members

LPAN members who have paid their dues, and enjoy membership benefits, but are not assigned to/participating on a committee.

[Freedom of Information and Data Protection](#)

Committee Leads in coordination with Chamber Advisor are responsible for recording the decisions made and actions taken by their relevant committee.

Formalized Freedom of Information and Data Protection procedures are not required by the Virginia Peninsula Chamber at this time.

[Chair/Chair-Elect](#)

Roles/Responsibilities

Chair: Responsible for overseeing LPAN, supports the Committee Leads/Deputy Leads, serves as an Ex-Officio member on the Virginia Peninsula Chamber’s Leadership Committee, and is the liaison for additional Chamber support/duties.

Chair-Elect: Responsible for supporting the Chair with all assigned duties, and serves as proxy in Chair’s

absence.

Additional tasks/terms include, but are not limited to:

- Attend Chamber events as Alumni Network Representatives, at no cost*
**No-cost only applicable to Chair and Chair-Elect*
- Prepare and provide quarterly report to Chamber Advisors
- Present “State of LPAN” annually to the Chamber’s Board of Directors
- LPAN leadership succession planning
- Build partnerships with/across other Hampton Roads LEAD Alumni groups
- Seek out Peninsula/Chamber Initiatives that align to LPAN’s mission, vision, and resources
- Hold Committee Lead/Deputy Lead Orientation following Lead/Deputy Lead nomination review and selection
- Hold Committee Member and General Member Orientation in Coordination with Alumni Recruitment Committee following Lead/Deputy Lead Orientation
- Hold Exit Interviews for Lead/Deputy Lead positions when there is a transition (ex. step down or elected official transition, etc.) to promote accountability and knowledge transfer.

Lead/Deputy Lead Committees

Roles/Responsibilities

- **Recruitment Lead/Deputy Lead:** Responsible for overseeing the Recruitment Committee, recruiting LEAD Peninsula graduates to join LPAN, member orientation, encouraging members to join committees and be an active, value-providing member of LPAN (*reference commitment statement*).
- **Projects Lead/Deputy Lead:** Responsible for overseeing the Projects Committee, recruiting volunteers for the annual Poverty Simulation, organizing various volunteer opportunities, and related events.
- **Community Engagement Lead/Deputy Lead:** Responsible for overseeing the Community Engagement Committee, assists the Virginia Peninsula Chamber in planning and organizing the Alumni Network social events (2-3 annually), and champions LPAN’s events to serve/give back to the Peninsula community.
- **Ad Hoc Lead/Deputy Lead:** TBD

Additional tasks/terms include, but are not limited to:

- Define specific committee orientation and membership guidance and terms of service aligned to the LPAN Commitment Statement.
- Provide committee meeting notes to Chair/Chair-Elect within 5 business days of meetings
- Committee Recruitment in partnership with Recruitment Committee
- Committee leadership succession planning
- Host a minimum of 6 committee meetings a year
- Provide Chamber Newsletter Content, annually
- Provide Chamber Advisor with Calendar post content for Committee events
- Coordinate Exit Interview with Chair and/or Chair-Elect in the case of stepping down/leaving position.

Membership of Committees

Roles/Responsibilities

All committees should have an agreed membership and terms of service, defined by Committee Lead and Deputy Lead. The Committee's membership list should identify the status and period of office of members if appropriate. Committees normally contain the following categories of membership:

- **Ex-Officio:** members of the committee by virtue of the post they hold (other members are nominated or elected).
- **Member:** Individuals who are formal members of the committee, nominated or elected, and have voting rights to take part in decision-making. Members might have a set period on the committee.
- **In attendance:** Individuals who show relevant interest or by invite to share expertise or offer knowledge when it is required but cannot take part in decision-making.

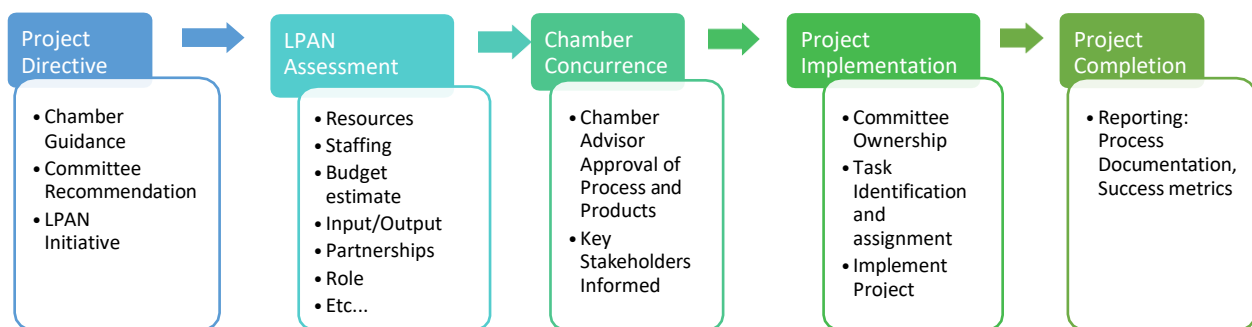
Vacancies

When vacancies arise on a committee for non-officio members it is important that a transparent approach is used for filling those internal roles, such as expressions of interests and/or elections. For committee vacancies for which Chamber Advisors and LPAN Chair and Chair-Elect are the appointing authority, replacements should be approved by that committee.

- Vacancies for the Chair/Chair-Elect are appointed through self-nomination or recommendation and Chamber Advisor approval.
- Vacancies for Committee Lead/Deputy Lead are filled by self-nomination or recommendation and Chair/Chair-Elect/Lead/Deputy Lead Concurrence, Chamber Advisor awareness.
 - Deputy Lead, default leader in cases of Lead step-down
 - In the case of Leads/Deputy Leads stepping down or transitioning out of their role, an exit interview will be held with Chair and/or Chair-Elect to promote accountability and knowledge transfer.
- Vacancies for committee membership is appointed by Lead/Deputy Lead agreement, with Chair/Chair-Elect and Chamber Advisor concurrence and individual acceptance.

Committees should be mindful of diversity and inclusion in their making of appointments.

Project Structure/Commerce Engagement Model



**Project Structure/Commerce Engagement Model - LPAN defined process to standardize and optimize project/idea implementation*

Commitment Statement

The success of LPAN depends on active participation through payment of dues, effective stewardship of the LEAD Peninsula Program, LPAN, and the Virginia Peninsula Chamber, and committed attendance of a variety of meetings.

LPAN Membership is a commit to the following:

1. Timely payment of annual dues
2. Actively engage with LPAN and its members to support LPAN's mission, vision, and goals; and be an effective advocate of the LEAD Program and LPAN to contribute to their growth and success.
3. Commitment to attend the following regular meeting/event cadence, providing notice of absence –
 - a. Annual Meeting
This is a vital event for both the Chamber and LPAN. It is currently held in early December. Please consider this a required meeting if considering a leadership position.
 - b. Support Student Professional Development Program planning, coordination, and event execution
Program in development and support options will be announced late-2024
 - c. 50% of LPAN group/general bi-monthly meetings (maximum of 3 over the course of a year)
 - d. 60% LPAN engagement/project events
 - e. 70% Committee meetings (if applicable) and
 - f. Represent LPAN at 2 Chamber events
4. If life circumstances change and member is no longer able to fulfill these responsibilities, they will take the initiative to talk to the LPAN Chair or Chair-Elect about ability to remain an active member of LPAN.
**In the case of Leads/Deputy Leads stepping down or transitioning out of their role, an exit interview will be held with Chair and/or Chair-Elect to promote accountability and knowledge transfer.*

The commitment will be revisited/reviewed annually, aligned with the payment of LPAN dues. The payment of dues represents the member's agreement to the LPAN commitment statement. Failure to meet commitments will be reviewed through the LPAN Leadership Team (Chair, Chair-Elect, and Committee Leads/Deputy Leads) in concurrence with Chamber Advisors. The LPAN Chair will engage with member based on Leadership Teams assessment.

Reporting/Metrics

The following bullets are recommendations to standardize and structure LPAN reporting and metric processes.

- Chamber Advisors review Chamber requirements and initiatives annually (June/July following nominations).
- Committees send meeting notes to Chair/Chair-Elect within 5 business days of each meeting
- Chair/Chair-Elect compile committee notes and provide general report to Chamber Advisors quarterly
- Calendar/roster maintained on Chamber site

Appendices

As routine documentation is processed, capture template in appendices to provide constancy to future products.

Recommended Templates:

- Chamber Advisor sample agenda
- Roster
- Commitment form
- Meeting minutes
- Chamber reports
- Committee membership guidance and terms of service form
- Exit Interview Question Template

Blank Templates located on a private/shared Google Drive (<https://bit.ly/LPAN-SharedGoogleDrive>).