

**IDAHO VETERANS
CHAMBER OF COMMERCE, INC
COMMITTEE HANDBOOK
501c3 Non-Profit
Veteran Service Organization**

(First Edition)

(Adopted Date)



The information in this handbook is the property of the Idaho Veterans Chamber of Commerce (hereafter referred to as IDVCC) and represents guidelines for all committee rules and governance to be followed by those appointed to serve in the capacity to support.

Idaho Veteran Chamber of Commerce

P.O. Box 191341, Boise, Idaho 83719

Mindi Anderson
Founding Executive Director
Idaho Veterans Chamber of Commerce

Date

DRAFT

MISSION | VISION | VALUES

We believe “Together is Better”

Our mission is to create wrap-around services and a navigation network hub for veterans, military serving, and their families to provide community resources for Education, Housing for Heroes, Entrepreneurship, Workforce Transition, Family and Wellness services.

Our vision is to bridge the gap by building strong sustainable partnerships deeply rooted within the civilian and military communities through collaboration and connection. We will build and maintain partnerships & relationships with businesses, agencies, associations, organizations, and nonprofits to provide pathways for veterans, military serving, and their families to find the right resources every time.

Navigation Service Committees

Education:

Chair/Co-Chair
IDVCC Representative

Housing for Heroes:

Chair/Co-Chair
IDVCC Representative

Family and Wellness:

Chair/Co-Chair
IDVCC Representative

Veteran and Family Business:

Chair/Co-Chair
IDVCC Representative

Workforce Management:

Chair/Co-Chair
IDVCC Representative

Introduction

Purpose

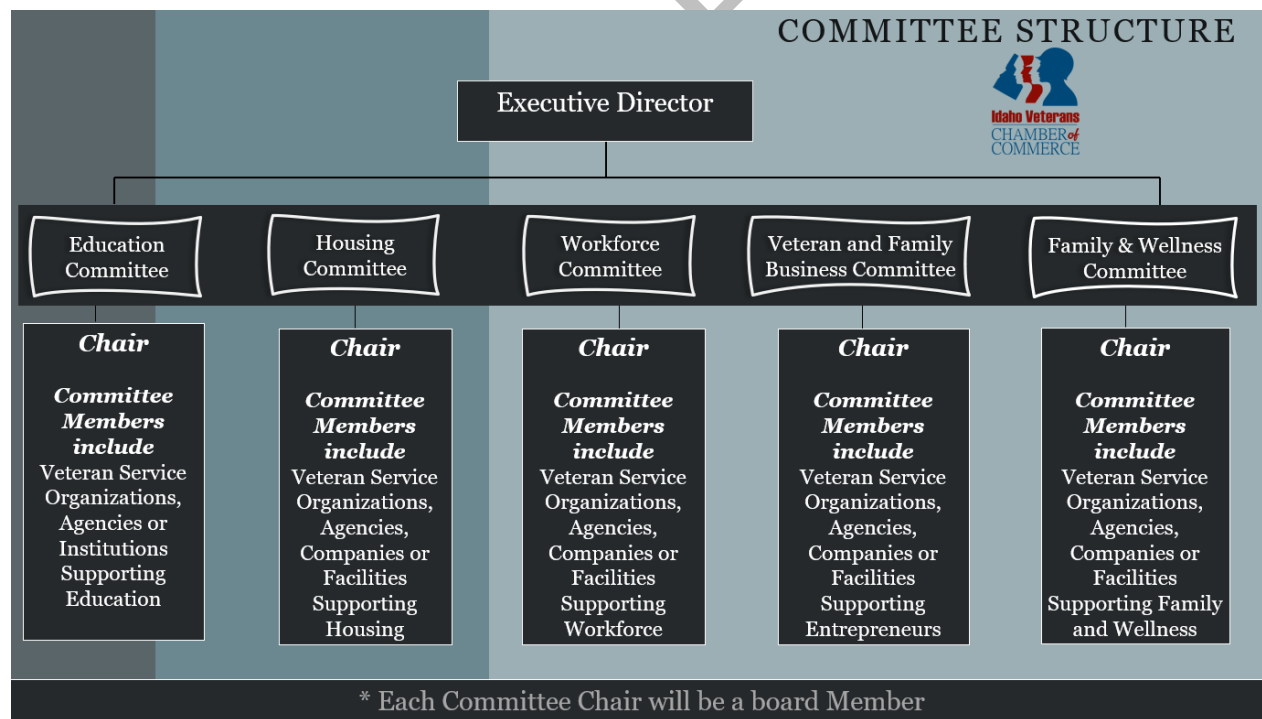
Identify Committees to support the successful execution of the Idaho Veterans Chamber of Commerce (IDVCC) navigation services in each area. The IDVCC Executive Director will ensure the right people are involved, trained, and engaged to lead the committee in which they chair. The Executive Director will monitor progress of committees, align with business operations, review changes related to scope of budget, mitigate conflict, and provide thought partnership for each navigation service line, resulting in providing a service and enhancing partnerships within the civilian and military communities.

Each committee will play an important role in facilitating collaboration to ensure all tasks and continued progress is made to support the needs, fill the gaps, and work in collaboration to accomplish greater good within all Idaho communities.

Objective

Provide resources and support to both the civilian and military community surrounding each navigation service to enhance the economic health, inclusion of all partners, and join forces.

I. Organizational Structure



II. Committee Structure

The standing committee's will be that of Education, Housing, Workforce, Veteran and Family Businesses, Family and Wellness in accordance with the IDVCC Bylaws. Committee's will be further comprised of minimum seat representation to allow for advocacy from other

organizations, companies, agencies, and/or members at large. Further structure and seat representatives will be further defined in Section III of this handbook. The Executive Director will appoint a member of the Idaho Veterans Chamber of Commerce team to support all functions, meeting facilitation support, and administrative roles.

1. Terms of Committee appointment

The Committee Chair and members will serve a 2-year term. The committee chair will be appointed by the board and follow the requirements for application outlined in Section II.2 of this handbook prior to selection.

2. Process for appointing committee chair

- a. The IDVCC will advertise the open chair position to each committee for a minimum of 30 calendar days.
- b. Applications will be submitted to the IDVCC Executive Director and presented to the Board for selection.
- c. Applications for consideration will consist of:
 - i. Letter of Intent
 - ii. Resume and/or Cover Letter
 - iii. 2 Recommendation letters

All applications may be submitted by mail P.O. Box 191341, Boise Idaho 83719 or by email to Admin@idahoveterans.org

3. Process for Selecting Committee Members

- a. The IDVCC Committee chair and Executive Director shall be the appointing authorities for a member serving in a seat position identified on the respective committee.
- b. Applications will be submitted to the Chair and Executive Director and reviewed for selection.
- c. Applications for seat selection from organizations will not require an application process and will be provided by the organization's approving authority.
- d. Applications for seat selection for members at large will follow the process identified in Section II.2.c.
- e. Committee Members that are appointed and provided by the organization in which they represent will follow a different process in that the organization will submit the person who will represent them. No application process will be required, however, a review by the Executive Director and Committee Chair will be required to ensure the person selected will be a good fit for representing that committee they will become a part of.

III. Committee Structure

Each committee will have minimum seat positions identified as the voting members. The committee will be composed of voting and non-voting members and further identified in this handbook.

1. Education

Mission: Will collaborate with Institutions of higher education to help support Veterans in higher education. Through collaboration with institutes, we will provide pathways for the military community to find the right education path that will lead to successful workforce placement. Through resources to support GI Bill Benefits, Internships, FAFSA, etc.

The committee representation will at the minimum have seats appointed with voting rights for all Idaho Education institutes identified below. Each education institute will be authorized to identify one person that will represent that institute. Additional members from an institute may participate and may be part of the committee, however, will be considered ad-hoc members with non-voting rights.

- a. Boise State University
- b. College of Southern Idaho
- c. College of Western Idaho
- d. College of Eastern Idaho
- e. Idaho State University
- f. Lewis Clark State College
- g. North Idaho College
- h. University of Idaho
- i. Idaho Business for Education
- j. Idaho Office State Board of Education
- k. Idaho State Approving Agency (SAA's)
- l. U.S. Department of Veterans Affairs (non-voting)
- m. Idaho Army National Guard
- n. Idaho Air National Guard
- o. Mountain Home Air Force Base
- p. Institute outside of Idaho State
- q. Veteran Service Organization
- r. Idaho Manufacturing Alliance
- s. Technical Institute
- t. Idaho Department of Labor

2. Family and Wellness

Mission: The Committee will collaborate with Veteran Service Organizations, Division of Veteran Services, Department of Defense military installations, and non-veteran entities and individuals to support the delivery of services to navigate veterans, military serving, and family members to resources that promote the health, wealth, and success in areas such as, but not limited to:

- Transition of Military Benefits
- Physical and Mental Health

- Personal or Business Financial Counseling
- Legal Counseling
- Economic Barriers and Challenges

The committee representation will at the minimum have seats appointed with voting rights for advocacy to include organizations and members at large. Additional members may be appointed by the Committee Chair and Executive Director as ad-hoc members with non-voting rights.

- a. Financial Advisor
- b. Veteran Service Organization
- c. Life Insurance
- d. Mental Health
- e. Physical Health
- f. Legal Services
- g. Idaho Division of Veteran Services
- h. Gowen Field
- i. Mountain Home Air Force Base
- j. Nonprofit (Mission focused on Elderly)
- k. Nonprofit (Mission focused on Children)
- l. Nonprofit (Mission focused on Women)
- m. Case Management
- n. Healthcare Insurance
- o. Joining Forces Treasure Valley

3. Housing

Mission: Will collaborate and provide support in the following areas, but not limited to:

- The purchase of a home
- Homelessness
- Retirement Community Placement
- Multifamily Opportunities and Placement
- End of Life Options and Care

The committee representation will at the minimum have seats appointed with voting rights for advocacy to include organizations and members at large. Additional members may be appointed by the Committee Chair and Executive Director as ad-hoc members with non-voting rights. Delegation for appointment may be given to the Deputy Director with approval from the Executive Director.

- a. Idaho Division of Veteran Services
- b. US Department of Veteran Affairs (Non-voting)
- c. El Ada
- d. Member at large

- e. Former Homeless Veteran
- f. Realtor
- g. Mortgage Broker/Title Company
- h. Land Management Group
- i. Real Estate Property Management
- j. Department of Housing
- k. Idaho Housing Finance Association
- l. Idaho Association of Mayors
- m. Correctional Facility (Jail/Prison)
- n. Idaho Department of Labor
- o. Homeless Shelter
- p. Subcontractors
- q. Building Supply
- r. Non-profit Organization
- s. Home Health or Hospice
- t. Medical Foster Home Coordinator (Non-voting)

4. Workforce Transition

Mission: Support the basics of job search, resume assistance for civilian job search, civilian skills for transitioning military, veterans, and their families in such areas, but not limited to:

- Resume Review
- Applying for Jobs
- Interviewing
- Career Counseling (Initial, Ongoing, Promotion)
- Career Home Placement
- Education

The committee representation will at the minimum have seats appointed with voting rights for advocacy to include organizations and members at large. Additional members may be appointed by the Committee Chair and Executive Director as ad-hoc members with non-voting rights.

- a. Workforce Development Council
- b. Idaho Department of Labor
- c. Education Institute
- d. Idaho Manufacturing Alliance
- e. Veteran Service Organization
- f. Hiring Staffing Agency
- g. ATD TV
- h. HRA TV
- i. Human Resource Professional

- j. Idaho Industry Liaison Group
- k. Idaho Division of Veteran Services
- l. U.S. Department of Veteran Affairs (Non-Voting)

5. Entrepreneurship (Veteran or Spouse Owned)

Mission: Collaborate with all veteran service organizations that promote business coaching, planning, funding, and nonprofits.

- a. Small Business Administration (Non-voting Member)
- b. Small Business Development Center
- c. SCORE
- d. Veteran Service Organization
- e. Buy Idaho
- f. FARE Idaho
- g. Idaho Women’s Business Center
- h. Veteran Business Owner
- i. Military Spouse Business Owner
- j. Idaho Manufacturing Alliance
- k. Idaho Department of Commerce (Non-Voting)
- l. Veteran Business Owner Center PNW
- m. Idaho Division of Veteran Services
- n. Idaho Bank Business Resource Center
- o. Education Institute
- p. Professional Employer Organization
- q. Veteran Entrepreneur Alliance
- r. Legal Services
- s. Marketing Services

IV. Committee Chair and Member Responsibilities

Members of each committee will be approved by the Committee Chair and Executive Director before confirming their appointment. An updated roster will be maintained and provided for each committee as needed. Members of each committee will consist of internal colleagues, external partners, and current board members.

1. Committee Member Standards:

- a. Advise, assist, support, and advocate for the IDVCC mission in public and private forums.
- b. Participate in events and workshops to support and learn more about the organization to become better advocates.

2. The Committee Chair:

- a. Will provide the following support to the IDVCC Committee in which they chair:
 - Create Meeting Agendas

- Run Meetings
- Create or delegate meeting minutes to be generated for all meetings
- Work closely with the Executive Leadership team member
- Attend Bi-Annual and impromptu board meetings
- As a liaison on the board for the committee in which they lead
- Execute deliverables and task completion in between meetings

3. **The Committee Members:**

- a. Will provide the following support to the IDVCC Committee in which they are assigned:
 - Attend monthly meetings.
 - Support working group projects for various events throughout the year
 - As a liaison between the IDVCC and the organization, they represent by reporting out updates from monthly meetings, working group initiatives, etc.

V. **Voting**

The purpose of this section is to serve as required guidelines for voting approvals to differentiate those that serve as a voting committee member and non-voting member.

1. **Voting Members** will be those identified as holding a seat position and are appointed by the Committee Chair and Executive Director identified in Section III.
2. **Non-voting Members** will be those identified as others in attendance that do not hold a seat position and are not appointed by the Committee Chair and Executive Director as identified in Section III. Non-voting members may be identified as part of the committee and will be identified as ad-hoc members, guests, or community members.
3. **Quorum** will consist of a 2/3 majority in attendance of voting members and require a Chamber Director to be present.

VI. **Meeting Rules**

1. **All meetings** will be open to the public and published on the Idaho Veterans Chamber of Commerce website at www.idahoveterans.org.
 - a. Committee meetings will follow open and closed meeting rules in the following manner:
 - Open meetings will be for all voting and non-voting members as identified in Section V.
 - Closed meetings will be for all committee members only as identified in Section V.1.
 - b. Meetings may be held virtually or in-person with both options available.
 - c. Meetings will be held monthly unless voted on to cancel a meeting following Quorum rules identified in Section V.3.
 - d. Further Meeting rules will adhere to IDVCC Bylaws 9.

VII. Special Committees

Board members will be provided an opportunity to support internal committees of their choice and where they could provide the most knowledge in supporting the Chamber in their success. The additional committees of the Chamber at the minimum will be:

1. Financial Committee

- a. Operating Expenses Allocation
- b. Annual Budget Management
- c. Apply for Loans
- d. Manage Grants
- e. Donor Engagement Representation

2. Marketing Committee

- a. Public Relations
- b. Social Media and SEO
- c. Graphic Design
- d. Website Maintenance

3. Donor Engagement & Grants Management

- a. Grants
- b. Small and Large Donors
- c. Campaigns
- d. Advisor to CRM management, data collection, and tracking donors/grants

4. Events & Fundraising Committee

- a. Large and Small Fundraising Events
- b. Workshops
- c. Summits
- d. Conferences