



kentucky chamber of
commerce executives

Consulting Services

2015

Organizational Planning

Organizational Planning determines the overall direction and goals of the organization, but does not include action steps which should be determined by the organization afterwards. Depending on the desired outcome, requires 2-4 hours on site. Participation of the full Board and chamber staff is expected. Additionally, the involvement of select members from the general membership is strongly suggested.

1. Development of a multi-year action plan with strategic objectives and initiatives
2. Pre-retreat survey of your board members to determine what they value most about your Chamber, and what their major concerns and needs are can be done if desired
3. Critical review, affirmation/change/development of Mission Statement can be done if desired
4. Deliverables: You will receive a draft document within 2 weeks of session; after one revision (within one week of draft) the document is yours

**Please note: In some cases, KCCE staff may not be available but a list of other trained facilitators will be made available to you.

CEO/Executive Director Transition Planning

For the chamber facing the challenge of hiring a new CEO/Executive Director (or other top executive). Ideally should be done before the search process is started. Consists of a 2-3 hour session and is most effective with the participation of the full Board and the members of the Search Committee. This session will:

1. Establish a consensus of the key issues of importance that your chamber needs to address over the next 2-5 years
2. Identify the essential characteristics and skills your new CEO/Executive Director must possess to ensure that your chamber will achieve those 2-5 year objectives
3. Identify the steps and time frame for an orderly search, selection and hiring process

**Please note: KCCE is also available to answer industry related questions for the search committee and meet directly with the Search Committee. This process can be adjusted to fit your needs.

Grassroots Advocacy

For chambers looking to start effective pro-business, non-partisan, grassroots advocacy programs by developing the framework of an advocacy policy. Also for chambers looking to increase the relevancy and impact of their current public policy efforts. KCCE and the Kentucky Chamber's Public Policy Department will work with staff to customize a template, including:

1. Confirm the purpose & advocacy responsibility of chambers of commerce
2. Identify the nuts & bolts of an effective Advocacy Task Force
3. Examines criteria for selecting 'issues of engagement' and strategies for successful outcomes

Operational Assistance and One-on-One Coaching

KCCE is available for additional services such as one-on-one mentoring/coaching, specific topic consultation (i.e. bylaws review) and leadership training sessions for specific committees or task forces (this does not include board development which is handled under a separate program). This can be done via multiple media available or in person. Please indicate on the request form if you are interested in one of these.



kentucky chamber of
commerce executives

Consultation Requirements 2015

Pre-Planning Materials

A packet of the following materials is expected to be provided to KCCE at least one month prior to the event.

1. Current Mission Statement (also Vision or Purpose statements if available)
2. Copy of Organizational Chart and/or a list of Committees & Task Forces
3. List of Board members with: Occupation & Employer, Years served on Board; office currently held
4. List of Chamber Staff, including: Titles; Years employed at chamber
5. List of other likely attendees with Occupation & Employer; Relationship with chamber (committee service, past officer, etc)
6. Copy of most recent Annual Plan (aka Program of Work, Strategic Plan, Business Plan)
7. Results of recent membership or business needs survey (if applicable)

The facilitator/trainer may ask you to provide 'background materials' to your board/attendees prior to the event.

Facility Requirements

1. The facility location needs to be large enough to accommodate all participants seated at tables arranged in a horseshoe arrangement
2. The room must have space for one to two tripods and wall space for flip chart papers

Supplies

It is expected that the host chamber will provide the following:

1. Note paper & pens or pencils for each participant
2. Tent cards with each participants first name in large lettering
3. Food: if the session includes a working lunch (or breakfast), it needs to be pre-boxed to conserve time.
4. Tripods

It is expected that the facilitator/trainer will provide the following:

1. Flip Chart & markers

