

TO: CHCC Board of Directors & CHCC Members

FROM: Julian Canete, President & CEO

SUBJECT: CHCC Board Committees

CHCC COMMITTEES

1. Executive Committee (Article VII, Section 4.3)

The Executive Committee shall review policies and procedures submitted by the President & CEO for the maintenance of records and accounts, receipt and expenditures of funds and submission of an annual budget, preparation and submission of an annual business plan, and periodic report to the CHCC Board of Directors. (Article VII, Section 4.3)

Membership (Article VII, Section 4.1)

- A. Chairman of the Board
- B. Vice Chairman
- C. Chair – Central Region
- D. Chair – Inland Empire Region
- E. Chair – Northern Region
- F. Chair – Southern Region
- G. Secretary of the CHCC Board of Directors
- H. Treasurer of the CHCC Board of Directors
- I. Parliamentarian – CHCC Board of Directors
- J. Immediate Past Chair and the President & CEO shall serve as non-voting members of the Executive Committee.

2. Audit Committee (Article VII, Section 5.2) (*CHCC & Foundation*)

The Audit Committee shall:

- A. Recommend to the CHCC Board of Directors the retention and, when appropriate, the termination of an Independent Certified Accountant to serve as auditor;
- B. Negotiate the compensation of the auditor on behalf of the CHCC Board of Directors
- C. Confer with the auditor to satisfy the Audit Committee members that the financial affairs of the CHCC are in order;
- D. Review and determine whether to accept the audit; and
- E. Approve the performance of any non-audit services provided to the CHCC by the auditor's firm.

Membership (Article VII, Section 5.1)

The CHCC shall have an Audit Committee whose members shall be appointed by the CHCC Board of Directors, and who may include both directors and non-director, subject to the following limitations:

- A. A majority of the members of the Audit Committee may not consist of members of the finance committee of the board (if such a committee is established)
- B. The Chairman of the Audit Committee may not be a member of the finance committee of the CHCC Board of Directors;
- C. The Audit Committee may not include and member of the CHCC staff or the President & CEO, or the Treasurer;
- D. The Audit Committee may not include any person who has a material financial interest in an entity doing business with the CHCCC; and
- E. Audit Committee members who are not directors may not receive compensation greater than the compensation paid to directors for their board service. *It is preferred that the members of the Audit Committee have a background in accounting or financial management.*

3. Nominations Committee (Article VII, Section 6.0)

The Nominations Committee shall be comprised of no less than three (3) members of the CHCC Board of Directors representing the membership interest, which shall meet for the purpose of selecting one (1) or more nominees for the offices up for election. The Chairman of the Nominations Committee will preside and conduct elections and the candidate forum.

4. President & CEO Evaluation Committee

The President & CEO Evaluation Committee shall be composed of no less than three (3) members of the CHCC Board of Directors. The Committee shall meet from time to time as decided by the board, but in no case less than once per year, and shall prepare and present w written report to the board as decided by the board, but in no case less that once per year regarding the President & CEO's performance.

CHCC AD-HOC COMMITTEES, WORKING GROUPS, & COUNCILS

1. Membership Services

The CHCC Membership Committee is responsible for certification on local Hispanic chambers of commerce, and affiliate members. The committee is also responsible for the development of benefits and strategic opportunities for CHCC Certified members and affiliates. The committee shall also work with CHCC regional directors in identifying new members.

2. Finance

Finance committee is responsible to provide financial oversight for the organization. It responsibilities include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

3. Governance

The Governance Committee is responsible for consideration of proposals for amendment to the Bylaws, and make recommendations based upon those considerations, make changes necessary to sustain consistency and maintain integrity of the CHCC Bylaws. it is also responsible for ongoing review of policies and recommendations to enhance the quality and future viability of the CHCC and its board of directors.

4. Procurement (CHCC & Foundation)

To create a long-term measurable program that strengthens the capabilities of Hispanic-owned businesses, while enhancing their capacity for growth through education, training, certification, and procurement opportunities. Advocate for contract opportunities for Hispanic-owned businesses with federal and state government, and corporate America.

5. International Trade

The CHCC International Trade Committee role is to identify and examine the range of global business issues, trade and investment opportunities. Develop strategic partnerships with domestic and international business organizations and government agencies. The committee shall also engage and support a public policy agenda for the advancement of International Trade.

6. Public Policy

The Public Policy Committee is responsible to guidance and advise CHCC President & CEO and staff and assist in the development and implementation of public policy strategies consistent with CHCC's mission and strategic plan. The committee works in collaboration with CHCC's President & CEO and Public Policy staff to determine recommendations for priorities and direction for CHCC's public policy efforts. The committee is intended to act as resource and work group to assist and advise the CHCC staff and Board. In conjunction with the President & CEO and Public Policy staff, the Public Policy Committee develops policy-related recommendations in response to legislation at the state and federal level that impact Hispanic business and to influence legislation on behalf of Hispanic business.

7. Councils & Advisory Boards

CHCC Corporate Council

The CHCC Corporate Council is comprised of corporate members (must have a corporate membership in CHCC, not just sponsorship) of the CHCC. The Council is designed to offer a space for direct, open dialogue between the CHCC and corporate leaders representing diverse industries. Council meetings provide networking opportunities that serve to identify collaborative initiatives, recognize emerging sector trends, and strengthen existing partnerships between CHCC and corporate members and sponsors.

CHCC Procurement and Supplier Diversity Council

The CHCC Procurement Council is comprised of corporate members of the CHCC. The Council is designed to serve as a forum and open dialogue on procurement and supplier diversity between the CHCC and procurement/supplier diversity leaders representing diverse industries.

CHCC Convention Advisory Committee

The CHCC Convention Advisory Committee (CAC) is the leading steering committee for planning for the Annual CHCC State Convention. Its main purpose is to serve as a think-tank wherein CHCC Staff, convention officials, convention sponsors, local representatives can brainstorm to generate ideas that will enhance the overall outcome of the annual state convention.

CHCC Legislative Conference Advisory Committee

The CHCC Legislative Conference Advisory Committee is the steering committee for planning for the Annual CHCC Legislative Conference in Sacramento, CA. Its main purpose is to serve as a think-tank wherein CHCC Staff, CHCC Public Policy Committee, and conference sponsors, brainstorm to

generate ideas that will enhance the overall outcome and success of the annual CHCC Legislative Conference.

Economic Summit Advisory Committee

The CHCC Economic Summit Advisory Committee is the steering committee for planning for the Annual CHCC Economic Summit. Its main purpose is to serve as a think-tank wherein CHCC Staff, committee members, and conference sponsors, brainstorm to generate ideas that will enhance the overall outcome and success of the annual CHCC Economic Summit.

8. Other Program Committees Advisory Councils – Foundation

Latina Council

The Latina Council is responsible for the review of policies, events and programs established by the CHCC directly impacting Latina business-owners and leaders. Additionally, the Committee will explore expanding CHCC's outreach and programming to the Latina business community.

CAPS – “Creating a Path to Success”

The CAPS Committee is responsible for the review of policies, events and programs established by the CHCC directly impacting the CHCC, successful and long-running CAPS program .

Chamber Leadership Institute

The Chamber Leadership Institute is responsible for the review of policies, events and programs established by the CHCC directly impacting the engagement, training, and development of leadership skills of Hispanic business, leaders, volunteer board members, local chamber executives and staff.

Grow Green Business “Sustainability First Program”

The CHCC's Grow Green Committee is responsible for the review of policies, events and programs established by the CHCC directly impacting the execution and implementation green practice for the Hispanic business community