



## PACP ACCREDITED CHAMBER PROGRAM

### **Purpose:**

The PACP Accredited Chamber Program is designed to establish a standard of organizational competency and an objective set of criteria for assessment. The achievement of standards by PACP members as determined by an examining committee will be awarded with Accreditation credentials.

### **Implementation:**

- The program is 100-percent voluntary. There is no requirement to participate.
- Any Chamber that is currently accredited through the U.S. Chamber of Commerce at the date of this application is exempt from all application requirements (except application fee) with proof of accreditation.
- Any current PACP member Chamber of Commerce may apply.
- The deadline for applications will be **Monday, August 31, 2020**.

A committee appointed by the PACP Board of Directors will review the applications and issue final recommendations to the full Board. The recommendations would either be “Approved” or “Suggest Improvement.”

**Approved** recommendations would be issued a press release for its announcement to the local community.

**Suggested Improvement** recommendations would be issued a letter to the local chamber with specific suggestions that if implemented may result in an approved designation.

Each year, PACP will publicly acknowledge those chambers that receive the PACP Accredited Chamber designation at the Chamber Professionals & Leadership Conference in October, including the presentation of a PACP Accredited Chamber plaque.

Chambers should submit the following application and required documentation to:

**PACP**

**Tiffany Fulmer Ott, Administrator**

**1622 Tarklin Valley Road**

**Knoxville, TN 37920**

[tfulmer@tlfexecutiveservices.com](mailto:tfulmer@tlfexecutiveservices.com)

## **PACP ACCREDITED CHAMBER PROGRAM**

One of the most prestigious programs of the Pennsylvania Association of Chamber Professionals (PACP) is the PACP Accredited Chamber Program. The program sets standards of excellence for chambers in Pennsylvania. It recognizes chambers that have met those standards while offering guidelines for others to improve their effectiveness.

PACP follows the U.S. Chamber model, and the designation needs to be reapplied for every five years. Being a Certified Chamber of Commerce places you in a higher plateau of achievement. It shows you have gone through a detailed analysis of who and where you are as an organization.

### **Why should your Chamber become a PACP Accredited Chamber?**

The benefits are numerous. Accreditation demonstrates your commitment to improvements in your operations that makes you a more valuable and competent organization.

*Accreditation will benefit your Chamber by:*

- Committing the chamber to meet important standards established collectively by members of PACP.
- Establishing that the Accredited Chamber meets those important standards by PACP.
- Validating the Accredited Chamber as existing for the purpose inherent in the time-honored tradition of a “Chamber of Commerce.”
- Increasing your credibility with your Boards of Directors and your membership.
- Helping with membership recruitment and retention.
- Helping differentiate your chamber from other chambers and business associations.

### **What does the PACP Accredited Chamber designation mean to the community or area where the chamber is located?**

*Accreditation benefits the community by:*

- Setting high standards, which their chamber of commerce voluntarily ascribes to and meets.
- Providing the assurance that their local chamber of commerce aspires to excellence in a manner consistent with chambers of commerce throughout Pennsylvania.
- Strengthening free enterprise by protecting the business environment.
- Providing assurances to the businesses joining the chamber that they are investing in a not for profit corporation whose revenues are utilized for business and public good and not personal gain.

## **PACP ACCREDITED CHAMBER PROGRAM**

A Chamber must meet the following standards to achieve the PACP Accredited Chamber designation:

### **Organization**

- Chamber has received 501 (c) (6) designation from the IRS.
- Chamber has Articles of Incorporation filed with the appropriate state agency.
- Chamber maintains legal documents and documents all instituted policies, bylaws, etc.
- Chamber has an established a sound governing structure.
- Chamber's board of directors and volunteer leaders are an accurate representation of the chamber's membership and service area.

### **Mission Focus**

- Chamber promotes inclusiveness vs. exclusiveness, ensuring that the membership is an accurate representation of the community.
- Chamber has a mission statement that is consistent with the goals and objectives of a chamber of commerce; i.e. to advance the commercial, financial, industrial and civic interests of a community.
- Chamber has a printed program of work that reflects its mission and guides its daily activities.
- Chamber implements programs and services that meet the current needs of its members and the community.

### **Professional Administration**

- Chamber employs sufficient staff to achieve its program of work.
- Chamber has developed and implemented a personnel and procedures manual.
- Chamber promotes quality work performance and encourages professional excellence through job descriptions.
- Chamber has established criteria for and conducts performance evaluations.
- Chamber provides for the ongoing professional development of staff.

### **Financial Management**

- Chamber develops and implements an annual budget that demonstrates sound fiscal management.
- Chamber generates and maintains financial reports on at least a quarterly basis.
- Chamber submits annual filings to the IRS (if required).
- Chamber protects the fiduciary interest of the Chamber, members and staff through an insurance program.

### **Marketing/Public Relations**

- Chamber has a media relations/communications program.
- Chamber markets its products and services and benefits to its members.
- Chamber has an information gathering and management system that establishes the chamber as an information resource center.
- Chamber utilizes communication technology to enhance its effectiveness.

# DOCUMENTATION: PACP ACCREDITED CHAMBER PROGRAM

*Please submit one copy via notebook (32 tabs) or electronically  
of the following documentation.*

***Chamber must have each of the following to qualify for accreditation:***

## ORGANIZATION

Enclosed

1. Articles of Incorporation \_\_\_\_\_
2. Certification letter as an IRS 501(c)6 \_\_\_\_\_
3. Bylaws and description of review process (1) \_\_\_\_\_
4. Board of Directors roster \_\_\_\_\_
5. Organizational chart/s \_\_\_\_\_
6. Board of Directors orientation process \_\_\_\_\_
7. Provide documentation of the process used to evaluate  
Board Member performance (*attendance, participation, etc.*) \_\_\_\_\_
8. Documentation of Board expectations and how they are  
communicated to members \_\_\_\_\_
9. Sample minutes of a Board meeting \_\_\_\_\_

## MISSION FOCUS

10. Most Recent Annual Report \_\_\_\_\_
11. Description of service area \_\_\_\_\_
12. Mission statement \_\_\_\_\_
13. A Board-approved Program of Work/Business Plan \_\_\_\_\_
14. Description of chamber's retention plan \_\_\_\_\_
15. Description of all services available to members;  
including programs, products, and services \_\_\_\_\_
16. Description of process used to determine member needs \_\_\_\_\_

## PROFESSIONAL ADMINISTRATION

17. List of all staff members/titles and status (2) \_\_\_\_\_
18. Written personnel policies \_\_\_\_\_
19. Job descriptions for all staff members \_\_\_\_\_
20. Staff evaluation policy or performance evaluation \_\_\_\_\_
21. Staff development policy and budget \_\_\_\_\_
22. List any professional development achieved by staff  
over the past three years including certifications \_\_\_\_\_

## FINANCIAL MANAGEMENT

23. Copy of IRS 990 filing \_\_\_\_\_
24. Description of financial policies of the Chamber to  
ensure the organization's financial integrity (may include  
annual reviews and/or audits) \_\_\_\_\_
25. Proof of workers' compensation and general  
liability insurance coverage (3) \_\_\_\_\_

**COMMUNICATIONS**

- 26. Sample of recent news release promoting activity \_\_\_\_\_
- 27. Two different samples of recent member communications \_\_\_\_\_
- 28. Sample of latest membership directory or link to membership directory \_\_\_\_\_
- 29. Description of database software program/s usage to maintain member information \_\_\_\_\_
- 30. Copy of communications plan demonstrating regular communication with members \_\_\_\_\_
- 31. Chamber web site strategy for communicating with members \_\_\_\_\_

**ADVOCACY**

- 32. Description of process or policy used to advocate for local, state & national issues that affect members \_\_\_\_\_

(1) Bylaws should be reviewed every 5 years. Most recent copy of Bylaws should be on file with the IRS.  
(2) Chambers must have at least one full-time staff member (or part-time staff members that when hours are combined, work the equivalent of full-time staff member) responsible for implementing Board policy.  
(3) Proof of workers' compensation (where required) and general liability insurance required.

**Chief Elected Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chief Staff Executive Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## APPLICATION: PACP ACCREDITED CHAMBER PROGRAM

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CHAMBER

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ADDRESS

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CITY

STATE

ZIP CODE

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TELEPHONE

FAX

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E-MAIL

WEB SITE

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CONTACT

TITLE

### ***Payment***

All fees must accompany the application. The application fee is **\$150 for PACP members** in good standing. Application deadline is **Monday, August 31, 2020**.

Check enclosed. Please make payable to PACP.

### ***Supporting Information***

Paid Full-time Executive:

Yes

No

Number of Employees on Staff:

Full Time

Part Time

Total Annual Operating Budget:

\$ \_\_\_\_\_

Average dues per member

\$ \_\_\_\_\_

Dues Schedule:

\$ \_\_\_\_\_ Min    \$ \_\_\_\_\_ Max (attach copy)

Number of paying members

Companies \_\_\_\_\_ Other \_\_\_\_\_



**APPLICATION: PACP ACCREDITED CHAMBER PROGRAM**  
**(For US Chamber Accredited Chambers Only)**

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CHAMBER

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ADDRESS

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CITY

STATE

ZIP CODE

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TELEPHONE

FAX

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E-MAIL

WEB SITE

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CONTACT

TITLE

***Payment***

All fees must accompany the application. The application fee for accredited chambers is **\$75 for PACP members** in good standing. Please include documentation of your U.S. Chamber accreditation with this application. Application deadline is **Monday, August 31, 2020**.

Check enclosed. Please make payable to PACP.

***Supporting Information***

Paid Full-time Executive:  Yes  No  
Number of Employees on Staff:  Full Time  Part Time  
Total Annual Operating Budget: \$ \_\_\_\_\_  
Average dues per member \$ \_\_\_\_\_  
Dues Schedule: \$ \_\_\_\_\_ Min \$ \_\_\_\_\_ Max (attach copy)  
Number of paying members Companies \_\_\_\_\_ Other \_\_\_\_\_