

Shelia Lee Executive of the Year Award Application

Deadline: Friday, October 6, 2017

Name: Title:

Organization: Address:

City: State: Zip:

Phone: Email: Website:

Length of time in current paid position as paid chief executive or member executive staff: Years Months

Please answer the following question based on numbers at time you completed this application:

How many members does your chamber currently have?

Please list all prior employment that you have that is related to the chamber industry or similar to the Chamber of Commerce. Please list them in order starting with your most recent position.

<u>Title</u>	<u>Business Name</u>	<u>Location</u>	<u>Length of Employment</u>	<u>Details</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Specifically list all OCCE and chamber related programming training attended. List them in detail below and include conferences and workshops in this section. Include types of training, location, dates attended, etc.

Have you obtained or are you working on the following: IOM CCE Other

Have you received any special awards or honors personally that we should know about when considering you for this award?

What is your chamber's membership retention rate for the past 3 years? What is your chamber's membership increase for the past 3 years? If there has been no increase, why?

What are the 3 most significant programs/benefits that you offer to your members?

Do you have a legislative committee or are you involved in any legislative activities?

Aside from membership dues, what is your chamber biggest source of income?

What do you feel is your chamber's biggest weakness? Are you working to overcome this challenge?

What is the biggest impact you have made on your chamber or community?

What future goals have you set for your chamber?

Please check yes or no for the following questions:

	Yes	No
Do you have a Business Plan or Program of Work?	Yes	No
Do you have a personnel policy guide at your chamber?	Yes	No
Do ou board members annually sign a conflict of interest policy?	Yes	No
Do you have all your minutes in a binder by themselves?	Yes	No
Do you have a policy guide?	Yes	No
Does your chamber have a website?	Yes	No
Does your chamber have a Facebook page?	Yes	No

Please attach and send in:

1-3 letters of support from board and community leaders.

Once form is complete, please print and mail with the documents specified above to:

Ruth Littlefield
OCCE
P.O. Box 1729
Broken Arrow, OK 74013

Please save on your desktop and email this form and all supporting documents to Ruth Littlefield – ruth@littlefieldmanagement.com.

Questions? Please contact Ruth Littlefield at (918) 630-6049 or ruth@littlefieldmanagement.com