



CHAMBER MANAGEMENT INSTITUTE POLICY AND RULES

Chamber Management Institute:

This program is held one day a month for four consecutive months annually in the fall and is geared toward giving new employees to the chamber profession insight into the roles and responsibilities of being a part of a successful chamber of commerce. In addition to the formal classroom instruction, attendees can network with each other, thereby increasing their learning potential. Graduates of the program are encouraged to implement new ideas and strategies learned to improve their own chamber programs, activities, and events. Graduates from this course are recognized at the Annual Conference Graduation and Awards Banquet held in the fall.

Important Dates

- All attendees will be given the dates and locations of CMI Sessions 1-4
- All attendees will be given the date, location, and cost of the Annual Conference
- All upcoming important dates will be included in the CMI notebook

Dress Code

- Dress code is business to business casual

CMI Notebooks

- Each attendee will receive a 3-ring notebook as a reference tool that includes each session's agendas, class descriptions, speaker bios, class contact list, important OCCE dates, handouts and presentation, other information for education development, and name plate
- The session information will be given at the beginning of each class and made ready for inserting into the CMI notebook
- It is the responsibility of the attendee to bring the notebook and their name plate to each session

Surveys

- Surveys will be given at the end of each speaker's presentation for the attendee to rate the speaker, session content, and give feedback
- These surveys are used for future planning by the planning committee

Registration

- The registration information will include asking if the attendee is planning to attend the annual conference and CMI graduation
 - If the attendee answers “yes attending”, the CMI graduate will have be given a discount on their annual conference registration
 - If the attendee answers “not attending or doesn’t know”– the CMI committee will call the Chamber’s President/Executive Director to discuss and encourage Annual Conference attendance and graduation

Graduation Ceremony

- The CMI Graduation ceremony will take place at the Celebration Banquet on Thursday night of the OCCE Annual Conference.
- During the graduation ceremony, each graduate will be called to the front of the room by name to receive their personalized plaque showing completion of the program
- A picture of the graduate will be taken with the CMI Chair(s)
- A press release and the graduating picture will be sent to each graduate
- A picture of the graduating class will be taken after the graduation & awards ceremony to be used for OCCE’s marketing and publicity
- You are invited to invite a family member or friend to attend the graduation and awards ceremony. Please note: There is a guest fee for dinner that evening. Guest registration can be found on the Annual Conference registration site

Not Attending the Annual Conference & Graduation Ceremony

- The attendee’s plaque and press release will be sent to the attendee after the annual conference, if no sessions have been missed

Missing a Session

- It is the responsibility of the attendee to notify Ruth Littlefield or the CMI chair of their absence.
- If the attendee misses one (1) session:
 - The attendee will be sent an email with a list of all instructors and topics that were presented in the missed session
 - It will be the responsibility of the attendee to contact each instructor to get a summary of the session and handouts
 - The attendee will then be required to write a blog (1-2 pages) on all topics for that session
 - The blog must be submitted to Ruth Littlefield prior to the date of the next scheduled session
- If the attendee misses two (2) or more sessions:
 - The attendee will not be eligible for graduation
 - The attendee can make-up the sessions in the next year’s course at a reduced registration cost