

Allen Chamber of Commerce  
Leadership Allen Steering Committee & Program  
Guidelines

Leadership Allen, a community education and leadership development program of the Allen Chamber of Commerce, is beginning its 12<sup>th</sup> session this September. The program is a committee of the Chamber and governed by the Chamber's by-laws; however, there are operating procedures for the committee which are detailed below:

The Steering Committee consists of nine (9) graduates of Leadership Allen. These nine individuals serve three year terms with the exception of the Chairman who can serve as long as five years. Three members of the committee rotate off annually and are replaced by two members chosen from graduates of the immediate past class plus one additional alumni from former classes. If the Chairman has served three years prior to his appointment then he assumes that third position and only two new members are added.

In addition to those nine individuals, the chairman-elect of the Chamber serves in an advisory position and the Chamber president serves as the program coordinator.

The chairman is elected by the committee at the end of each session and takes office in July.

In addition, a Class Project Advisor is chosen to work with the incoming class on their project.

Each member of the steering committee is responsible for coordinating, planning and executing one monthly session for the class. The Chamber president is responsible for the planning (on legislative session years) the Austin trip and on non-legislative years, another activity such as the Collin County Economic Summit day for the class.

Tuition for Leadership Allen is \$400 plus a \$10 application fee. All funds from tuition and other revenue are deposited into the Chamber's general account and all bills are paid from that account. Each committee member is given a budget of \$150 for their monthly session. Any expenses incurred during the Austin trip, other than lunch, is the responsibility of class members with the exception of the president's expenses, if any.

Each class session incorporates a leadership skills training module which may or may not incur additional expenses. If a speaker requires an honorarium, or other additional costs outside the \$150 for the class session, this requires steering committee approval. Under no circumstances may a volunteer committee member contract for services outside the budgeted amount without the prior knowledge or consent of the Chamber president and the steering committee.