



## Chapter Advisory Committee Charter

### Committee Purpose

The Chapter Advisory Committee (CAC) provides guidance to ACMP members in support of the successful establishment of new, vibrant ACMP communities and chapters as well as provides guidance and support to affiliated chapters to ensure they operate sustainably, achieve success, and exceed baseline expectations

### Committee Description

The Chapter Advisory Committee communicates the guidelines for community and chapter formation and provides guidance and support to ACMP members interested in forming a community or chapter. They also provide guidance and support to affiliated chapters to ensure they operate sustainably, achieve success, and exceed baseline expectations. The committee's role is to ensure a smooth formation process and a solid foundation for new ACMP communities and chapters in local areas to build on in alignment with global ACMP strategies and goals. The Committee will be divided into two groups; Coaching for Forming Chapters and Coaching for Chapter Sustainment.

### Committee Deliverables

- **Coaching (Forming):** Provide support to new chapter leaders working through the process of forming their community/chapter to ensure consistent exchange of information and identify best practices among and for ACMP communities or chapters. Review ACMP community charters and chapter applications, and work with interested leaders to assist by coaching, answering questions, and obtaining all necessary paperwork. Coaches will follow all formal steps that Chapters need to adhere to and work with ACMP staff on all documents that need to be submitted to the ACMP Board of Directors for review.
- **Coaching (Sustainment)-** Provide guidance and support to identified affiliated chapters that are not meeting the baseline expectations to ensure they operate sustainably, achieve success, and exceed baseline expectations by scheduling check in meetings and identifying existing ACMP tools, resources, and templates that may benefit the Chapter. Additionally, support creation of tools if needs are identified.
- Assist in planning and recruiting new communities and chapters as needed.
- Committee members will engage in full group training with experienced chapter leaders to successfully advise inquiring and forming Chapters.
- Reporting: Report submitted quarterly to the BOD on the activities of the committee.
- Additional work, as necessary, to fulfill the committee's purpose.



*This committee will intentionally apply ACMP's DEIB Statement in the execution of all committee objectives and activities.*

### **Committee Success Measurables**

- **Coaching Formation**- Coaches who focus on the formation of new chapters and communities will work toward achieving ACMP's annual Key Metrics goals, specifically supporting chapters in reaching Emerging or Affiliated status.
- **Coaching Sustainment**- Coaches focused on sustaining existing chapters and communities will prioritize engaging with those not meeting ACMP's baseline expectations, as identified through ACMP Chapter Core KPI's, by holding regular meetings to support their progress and development.

### **Committee Member Commitment**

- One-year term.
- Committee members will engage in two trainings in the beginning of the Committee term and knowledge-sharing sessions to gain essential information, best practices, and tools to effectively support and advise the Chapter Formation process.
- Committee members are required to maintain an 85% attendance rate at all quarterly Committee meetings and training and must communicate to the Chair if they are unable to attend.
- Committee members interested in continuing to serve must complete an application through the Committee Invitation and the Call for Volunteers. The Committee meetings are held quarterly for one hour virtually in addition to one monthly meeting with Chairs to discuss coaching training and updates.
- The expectation of a minimum of 2-4 hours per month in addition to any meetings to assist potential community/chapter leaders in the process of forming a community/chapter or supporting existing Chapters.
- Additional calls, as needed.

### **Committee Composition**

- 10-12 committee members.
- Committee members must have current or former chapter board member experience preferably from ACMP chapters.
- Committee members must be familiar with the process of starting and sustaining a Chapter.
- Staff Liaison lead the committee in achieving the charter deliverables.
- Committee members must be active members of the Association throughout their committee membership.
- Membership of the committee shall reflect the diversity of the association in terms of professional discipline, global representation, and other characteristics. In addition, ACMP certified members will receive preference in selection for committee participation, but selection will not exclude members who are not certified by ACMP.



## Strategic Alignment

SO1- Grow the Community: ACMP expands its membership base, geographic representation (chapters/communities), and strategic partnerships to support and grow a global community of change leaders and practitioners.

Revision History				
Category, Tier, Version #	Revision Date	Description of Changes	Approved By	Approval Date
CTE, 2, 1.0	3/1/2022	Created	Board of Directors	7 April 2022
CTE, 2, 1.1	2/2/2023	Updated/edited	Growth Committee	17 February 2023
CTE, 2, 1.2	1/17/2024	Edited for the new volunteer year	Growth Committee	14 March 2024
CTE, 2, 1.3	4/14/25	Updated name of Committee to reflect the Committee deliverables, added Group training to create more experienced coaches, removed Subgroup work	Growth Committee	14 April 2025
CTE, 1, 1.4	3/25/26	Edits to the description and deliverables	Board of Directors	28 May 2026