



Committee Charter	
Name/Title	Chapters Committee
Committee Purpose	The Chapter Committee is responsible for the oversight and execution of a year-round strategy to engage, support and grow all Applied Client Network local and virtual Chapters.
Committee Job Responsibilities	<ol style="list-style-type: none"> 1. Develop, recommend and implement policies and procedures for consistent program delivery at the local level. 2. Develop, recommend and implement standards for local programing. 3. Develop, recommend and implement membership retention and growth strategies. 4. Coordinate activities with the Applied Client Network Board of Directors, Committees, and Staff
Committee Structure	The Chapter Committee will be compromised by one Committee Chair, one Committee Vice Chair, up to 10 Chapter Officer volunteers and 2 Board Liaisons. All efforts will be done to have representation from various geographical areas, a mix of Managed and Affiliated Chapters, as well as seek involvement from the Virtual User Community.
Committee Chair:	Lori Chaput, Partners Insurance Group (Swansea, MA)
Committee Vice Chair:	Kimberly Champion, Associated Comm Brokers Inc. (Fairfield, CT)
Committee Members:	<ul style="list-style-type: none"> ▪ Debra Ferrone, Hallberg Commercial Insurers (Oak Brook, IL) ▪ Patty Andree, Johnson Insurance Services (Racine, WI) ▪ Lisa Gramling, Woodstock Insurance Inc. (Woodstock, VT) ▪ Joe L. Pratts, Hoffman Brown Company (Sherman Oaks, CA) ▪ Tracy Velasquez, Upshaw Insurance Agency Inc. (Amarillo, TX)
Authority/Limitations	The Chapters Committee, its Sub Committees and its Task Force members are directed by the Applied Client Network Board of Directors and Applied Client Network CEO. The Chapters Committee Chair, Vice Chair and/or Committee members and participants may not enter into legal or binding agreements on behalf of Applied Client Network without approval from the Applied Client Network Board of Directors and/or Applied Client Network CEO. Neither Chapters Committee Chair nor Committee members have authority over Applied Client Network resources and/or staff.
Method of Committee Member Selection/Nomination, Term	Committee member term is one to two years coinciding with Chapter Officer term, beginning January 1 through December 31. Committee Chair and Vice Chair term is two years, nominated and elected by Chapters Committee members.