



PEARLAND
CHAMBER

SERVING BUSINESS SINCE 1963

Committee Handbook

Serve business. Promote growth. Empower community.

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The Pearland Chamber of Commerce

Our Mission

Serve business. Promote growth. Empower community.

Committee Handbook Overview

The purpose of the Committee Handbook is to provide an overview of the various committees within the Pearland Chamber of Commerce. It outlines the duties, authority, and goals of each committee, ensuring members understand their roles and responsibilities. Additionally, it serves as a guide for members interested in joining a committee by summarizing the process and qualifications required. This document is intended to promote transparency, facilitate member participation, and support the Chamber's mission.

Committee Duties

Committees may investigate, conduct studies and hearings, make recommendations to the Board, and perform activities delegated to them by the Board. (Article VI Section 6.01 of by-laws).

Authority of Committee

No action by any member, committee, division, employee, director, or officer is binding or constitutes an expression of the policy of the Chamber until it has been approved or ratified by the Board.

Committees and/or divisions will be discharged by the Chair of the Board when their work has been completed and their reports accepted, or when, in the opinion of the Board, it is deemed wise to discontinue the committees and/or divisions. (Article VI Section 6.03 of by-laws).

Joining a Committee

The Chamber has three types of committees:

Open committees permit any active member of the organization to serve on the committee.

Closed committees are limited to those active members who are part of that committee's industry or Chamber position.

Ad hoc committees are created by the Chair of the Board and exist with the approval of the Board as deemed necessary to carry out the priorities of the Chamber.

Any member meeting the qualifications for a committee he or she wishes to join will notify the staff or volunteer lead for the committee. The prospective member will:

- Meet with staff to understand purpose and goals of the committee
- Acknowledge the Chamber's Code of Conduct via signature
- Complete a committee interest form (if applicable)
- Attend a committee orientation (if applicable)

Committee Goals

Committee goals are annually updated and adopted via the Pearland Chamber of Commerce's Program of Work.

Ambassadors

Purpose Statement

Ambassadors are a group of volunteers acting as liaisons for the Pearland Chamber of Commerce to the Pearland area for the purpose of promoting member participation and good will within the Chamber's framework. This committee is associated with the Vice Chair – Advocate for Business.

Composition and Qualifications

The committee is **open** to all association members in good standing. The full compensation and qualifications are available via the Ambassador Guidelines. The Chair of this committee is approved annually via a majority vote of current Ambassadors and recommended to the full board by the Board Chair. To join this committee, prospective members will notify the Vice President or Committee Chair and complete the application and approval process.

Leadership and Staff Liaison

2024 Chair: Rigoberto Juarez

Staff Liaison: Jennifer Berti | Jennifer.Berti@PearlandChamber.org

Diversity Business Council

Purpose Statement

The Pearland Diversity Business Council is a partnership coalition of companies and nonprofit partners who cultivate talent for our community. The purpose of the PDBC is to *Share Best Practices* around Diversity and Inclusion, *Celebrate Success* of companies and organizations who are doing great work in this space and *Inspire Action* to participants, members, and the community at large to ensure we have a unified community with thriving businesses and extraordinary quality of life. This committee is associated with the Vice Chair – Benefit the Community.

Composition and Qualifications

The committee is **open** to all chamber members in good standing. The Chair of this committee is the Vice Chair – Benefit the Community. To join, prospective members will notify staff, the Board Chair or the Committee Chair. Committee members must complete the member demographic survey.

Leadership and Staff Liaison

2024 Chair: Antonio Johnson | Vice Chair – Benefit the Community

Staff Liaison: Jim Johnson | Jim.Johnson@PearlandChamber.org

Governmental Relations

Purpose Statement

Each month this committee hears from elected officials and others who can provide insight into the workings of our local, state, and national government. The committee helps coordinate Candidate Forums, Candidate Bootcamp, Elected Officials Meet and Greets, and Pearland Day in Austin. This committee is associated with the Vice Chair – Advocate for Business. This committee has two subcommittees:

Pearland Day in Austin: This committee plans speakers and logistics of Pearland Day in Austin. An honorary chair is selected each year for this event.

Transportation: This committee discusses issues impacting transportation in the region.

Composition and Qualifications

The committee is **open** to all chamber members in good standing. The Chair is approved by a recommendation to the full board by the Board Chair. To join, prospective members will notify staff, Board Chair or Committee Chair.

Leadership and Staff Liaison

2024 Chair: Dr. Beth Lewis | Board Secretary

Staff Liaison: Jim Johnson | Jim.Johnson@PearlandChamber.org

Healthcare Industry

Purpose Statement

The Healthcare Industry Committee is a **closed** committee focused on healthcare issues impacting our healthcare industry. The committee's current focus is on mental health and creating solutions for the community. This committee is associated with the Vice Chair – Cultivate Talent.

Composition and Qualifications

The committee is open only to healthcare service providers, law enforcement and educational partners. To join this committee, prospective members will notify the President, Board Chair or Committee Chair.

Leadership and Staff Liaison

2024 Chair: David Wagner | Vice Chair – Cultivate Talent

Staff Liaison: Jim Johnson | Jim.Johnson@PearlandChamber.org

Workforce Development

Purpose Statement

The Workforce Development Committee, in partnership with the Pearland Economic Development Corporation, provides a forum where business, education, and community work together to successfully recruit, develop and retain Pearland's workforce.

Composition and Qualifications

The committee is **open** to all chamber members in good standing. The committee is comprised of three subcommittees that support and execute a program of work, benefiting businesses and the regional workforce. These subcommittees collaborate to create programming in the following areas: HR Regulatory, Education and Career Exploration, and Talent Development. The Chair is approved by a recommendation to the full board by the Board Chair. To join a subcommittee, members will notify staff or committee chair.

Leadership and Staff Liaison

2024 Chair: Dr. Stacy Ebert

Staff Liaison: Jennifer Berti | Jennifer.Berti@PearlandChamber.org

Young Professionals of Pearland

Purpose Statement

The Young Professionals of Pearland mission is to foster and empower the greater Pearland region's Young Professionals. The committee's focus is to leverage the diversity of young professionals that exists

in the region by providing networking, career development, leadership, and civic engagement opportunities.

Composition and Qualifications

The committee is open to professionals between the ages of 21-40 who contribute to the greater Pearland region. Qualifications are available via the Young Professional Guidelines on the Chamber's website. The Chair is approved by a recommendation to the full board by the Board Chair. To join this committee, committee members and Advisors will complete an interest form. Advisors of the Young Professionals are approved by the Board of Directors.

Leadership and Staff Liaison

2024 Chair: Miriam Guzman

Staff Liaison: Leslie Esqueda | Leslie.Esqueda@PearlandChamber.org

Standing Committees

The Chamber's by-laws define the qualification for certain standing, **closed** committees.

Executive Committee

The Executive Committee is made up of the officers of the organization. The Executive Committee is chaired by the Board Chair.

Audit Committee

The Audit Committee will select and recommend an audit firm prior to the end of the fiscal year for Board approval. The Audit Committee is chaired by the Treasurer.

Executive Compensation Committee

The Executive Compensation Committee sets standards for the performance and evaluation of the President/CEO. The Executive Compensation committee is chaired by the Board Chair.

Nominating Committee

The Nominating Committee presents to the President/CEO a slate of candidates for the Board of Directors. The Nominating Committee is chaired by the Chair-Elect.

Officer Nominating Committee

The Officer Nominating Committee will present a slate of officers for the next fiscal year. The Nominating Committee is chaired by the Chair-Elect.

The document was updated in June 2024.