



## Alabama Accredited Chamber Executive Program (AACE)

### Background

The Chamber of Commerce Association of Alabama (Alabama Chambers) established the Alabama Accredited Chamber Executive (AACE) Program to recognize the professional competence of chamber of commerce executives in the State of Alabama. The AACE designation is based upon the experience, service to Alabama Chambers, training, continuing education and professional achievement of Alabama Chambers members. The AACE award is intended to strengthen the career development objectives of Alabama Chambers and provide personal recognition to chamber professionals in Alabama.

Selected recipients receive professional certification that can be included with the recipient's profile, biography and resume.

### AACE Designation Process

Any Alabama chamber professional with a minimum of five years of experience as a Chief Paid Executive or Senior Staff Member is eligible to apply for the designation. If you have already achieved the Certified Chamber Executive (CCE) designation, and you have met the minimum of five years of experience as a Chief Paid Executive or Senior Staff Member and have been employed by a Chamber in Alabama for a minimum of 24 months, you may apply and receive the AACE designation by paying the application fee.

The Program is a 3-part process:

1. Application – applicant must complete the attached program application and supply supporting documentation for each question that applies. **Applications submitted without proper documentation will not be considered.**
2. Essay – applicant must prepare a 250-word or more essay describing your views on your performance as a Chamber Executive or Senior Staff member.
3. Recommendations – application must provide letters of recommendation from each of the following:
  - a. Current Chamber Board Chair
  - b. A Past Chamber Chair
  - c. Two Alabama Chamber Peers

The applicant must provide the information electronically – preferably via a Dropbox folder. The applicant must also pay a **\$150.00 processing fee** made payable to the Chamber of Commerce Association of Alabama which may be paid via check. The AACE committee may request additional information from the applicant to clarify specific criteria. Upon approval by the AACE committee, the applicant will be awarded the AACE designation at the upcoming Executive Leadership Conference. Once received, the AACE designation will remain with you and is not required to be renewed.

### Deadline for Applications

Applications & materials should be received by **Friday, March 29, 2024.**

Application checks should be payable to the Chamber of Commerce Association of Alabama and should be sent to Alabama Chambers, P.O. Box 1404, Wetumpka, AL 36092. Should you have any questions, please contact Paige Hutto, Alabama Chambers President & CEO, at [paige@alabamachambers.com](mailto:paige@alabamachambers.com) or 334-240-8758.

**Alabama Chambers**

**Alabama Accredited Chamber Executive Program (AACE) Application**

**Applicant's Name & Title:** \_\_\_\_\_

**Chamber of Commerce:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Number of Years Employed at Current Chamber:** \_\_\_\_\_ **Number of Years in Chamber Profession:** \_\_\_\_\_

**Designation Criteria**

Applicants must attain a minimum score of **70 points** from the following criteria:

1. Must have served a minimum of 5 years as a Chief Paid Executive or Senior Staff Member.

10 Points \_\_\_\_\_

2. The applicant has completed U.S. Chamber Institute (provide copy of certificate):

15 Points \_\_\_\_\_ (4-year program)

3. Applicant has served as an advisor, instructor, or Board of Regents at U.S. Chamber Institute. (provide copy of event agenda)

10 Points \_\_\_\_\_

4. Participated in or was part of the lead team in getting their existing or former Chamber through the U.S. Chamber of Commerce Accreditation or Re-Accreditation process or the Alabama Chambers Alabama Accredited Chamber process.

(you can only choose one option below – provide copy of US Chamber accreditation)

20 Points \_\_\_\_\_ (US Chamber accreditation)

10 Points \_\_\_\_\_ (AACC)

5. Has achieved one of the higher education designations below. (provide copy of diploma)

5 Points \_\_\_\_\_ (Masters)

5 Points \_\_\_\_\_ (Doctorate)

6. Has achieved one of the professional certifications below. (provide copy of certificate)

10 Points \_\_\_\_\_ (Certified Economic Developer CEcD)

10 Points \_\_\_\_\_ (Certified Association Executive CAE)

10 Points \_\_\_\_\_ (Travel Marketing Professional TMP)

10 Points \_\_\_\_\_ (Name Program: \_\_\_\_\_)

7. Published at least one article on subject matter pertinent to the Chamber profession in a state, regional, or national publication. (provide sample)

5 Points \_\_\_\_\_

8. Applicant has completed participation in one of the following programs. (provide copy of certificate)

10 Points \_\_\_\_\_ (Leadership Alabama)

10 Points \_\_\_\_\_ (Regional Leadership Program: \_\_\_\_\_)

5 Points \_\_\_\_\_ (Local Leadership Program: \_\_\_\_\_)

9. Applicant has attended the following amount of Alabama Chambers conferences (Executive Leadership or Professional Development) within the last 5 years.

5 Points \_\_\_\_\_ (1 – 5 conferences attended)

10 Points \_\_\_\_\_ (6 – 10 conferences attended)

10. Has served in a leadership capacity for Alabama Chambers as a Board Member, Officer or Committee Member.

15 Points \_\_\_\_\_ (Alabama Chambers Officer or Board Member)

10 Points \_\_\_\_\_ (Alabama Chambers Committee Member)

11. Has been a session facilitator, speaker or panelist at a Alabama Chambers event.

10 Points \_\_\_\_\_

12. Over the last 5 years, participated in leading or was part of the team that developed and implemented an annual business plan / program of work. (provide sample)

10 Points \_\_\_\_\_

13. Over the last 5 years, participated in leading or was part of the team that developed and implemented a communications / branding program for the Chamber. (provide sample)

10 points \_\_\_\_\_

14. Has nominated a business for the Alabama Small Business Awards. (choose one)

5 Points \_\_\_\_\_ Nominated a business

10 Points \_\_\_\_\_ Nominated business has been a Bronze, Silver or Gold recipient.

15. Has participated in ACCE training, peer group, or convention. (Provide verification)

5 Points \_\_\_\_\_

16. Has participated in US Chamber events, cohorts, or other programs. (Provide verification)

5 Points \_\_\_\_\_

17. Active in the past 5 years in a civic organization benefiting your local community or region. (Provide organization name)

5 points \_\_\_\_\_ Organization Name

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18. Actively engaged with an economic development or workforce initiative in your community or region. (Provide organization name and role)

5 points \_\_\_\_\_ for attending meetings

10 points \_\_\_\_\_ for board/committee service

Organization Name

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**Grand Total (Questions 1 through 18) \_\_\_\_\_ Points**

**Must have a minimum of 70 total points for application.**