



Accredited Chamber Executive (ACE) Re-Accrediting Application

Name _____ Title _____

Chamber _____

of Years in Chamber Work _____ # of Years as Chamber CEO (if applicable) _____

Note: Points earned in numbers 1–3 below must have occurred during the last five years.

1. Attach proof of attendance at W.A.C.E. Conference. (5 points each — 15 points maximum)

2. Attach proof of a maximum of 4 of the following and check. (2 points each — 8 points maximum from #2)

- a. W.A.C.E. Webinars
- b. W.A.C.E. Senior Executive Roundtables
- c. W.A.C.E. Academy-Plus

3. Attach proof of attendance, maximum of 4 of any of the following conferences. (2 points each — 8 points maximum from #3)

- a. ASAE Conference
- b. Other recognized professional development sessions. (Must be approved by accrediting committee)
- c. Attendance at ACCE Conference
- d. Attendance at Regional/State Execs Conference

4. “Industry Essentials” — please submit copies for each “yes” below (2 points each)

- a. Do you have a printed program of work, business plan or program priorities brochure and/or printed annual report for your chamber? Yes No
- b. Does your chamber have an annual audit or review by an independent outside company? Yes No
- c. Have your chamber’s bylaws been thoroughly reviewed/updated in the past 10 years? Yes No
- d. Do you have a personnel manual? Yes No

Total Points (minimum 35) _____

(Sample proof can be letters, brochures, conference programs, certificate of completion, etc.)

5. How have you implemented the W.A.C.E. **Tool kit**? (attached response in 100 words or less)

6. Provide a 250-word-or-less essay describing your views on your performance as a chamber executive.

Fee: \$100, which includes a non-refundable \$10 processing fee. If your application is denied, the remainder of your fee will be returned.

7. Letters of recommendation: letters from 2 existing ACE recipients are required from ALL applications. Non-CEO applicants must also include a letter from their CEO that must include a detailed description of the applicant’s executive management responsibilities.

Signature _____ Date _____

Completed forms must be received by **November 13, 2009**. Return forms to:

W.A.C.E.
Accredited Chamber Executive
P.O. Box 1736
Sacramento, CA 95812-1736