



## **CAMA "C-Suite" Exchange Group™ Guidelines**

### **PROGRAM OVERVIEW**

Professional development for "C-Suite" personnel is challenging. With so many pressing issues such as automation, new technology, processes, and workforce issues (such as marijuana in the workplace), keeping pace with change is seemingly impossible. CAMA "C-Suite" Exchange Programs™ leverage the power of peer-to-peer in a safe setting that encourages an open exchange of ideas and a greater degree of frankness and accessibility.

Whether you are the CEO of the Company, the Plant Operations Manager, the HR Director, the CFO, or Finance Director, you will want to take advantage of these Exchange Groups to leverage best practices and peer experience to address critical issues and advance your business.

The CAMA "C-Suite" Exchange Program puts together independent groups of 10-non-competing CEOs's of similar size companies. These groups meet monthly on a date and a time of their choosing. Each member of the group will host one monthly meeting per year. As the Host, the member is free to set the agenda, presenting a particular topic of concern of theirs, or if preferred, schedule a guest speaker on a relevant topic. The Host then facilitates the discussion asking the other 9-members to provide peer-to-peer insights and best practices to resolve the particular issue. The strength of the Exchange Program is based on an open, mutual sharing of expertise.

### **GROUP STRUCTURE**

- Pay an annual membership fee of \$25 for CAMA Members, \$75 for non-CAMA Members.
- The group will consist of one person per company. This person must devote at least 65% of their professional time to the specific job function identified on their application.
- Each Exchange Group member must complete an application as provided by CAMA.

### **MEETING STRUCTURE**

- Each CAMA "C-Suite" Exchange Group will hold monthly meetings.
- Each Exchange Group will elect a Group Coordinator.
- Each Exchange Group will determine the following with regard to future CEO Exchange Meetings:
  - The best day during the week to meet
  - The best week in the month to meet
  - The best starting time for the meeting
  - Develop the "Host" Schedule

### **HOST RESPONSIBILITIES AT EACH REGULAR MEETING**

As the monthly host each member of the Exchange Group would be responsible for:

- E-mailing a timely meeting announcement
- Developing a presentation (could include a handout) that frames the topic to be discussed at that particular Exchange meeting.
- Present the issue(s) and challenges to be addressed, and explain the expected outcome from the session
- Facilitate the Roundtable Discussion (time: 60 minutes).
- Get participants interacting quickly, and ensure that each participant has an equal opportunity to be heard. Be prepared to avoid repetition, handle filibusters, etc.
- Engage all group members in the discussion.
- Guide discussion: Challenge thinking, restate ideas.

- Track critical points as they emerge.
- It is the host's responsibility to maintain the discussion on the given subject at hand. A group facilitation guide is provided to each member of the group to assist in the effort.

#### **Group Member's Responsibilities at monthly meetings:**

- Meeting will begin promptly at mutually agreed to time by the members or the Exchange Group.
- Search for ways in which you can apply your knowledge to the Host's question of challenge
- Ask questions. Be skeptical – don't buy everything you hear.

#### **Coordinator Responsibilities at monthly meetings:**

- With CAMA staff, contact members about absenteeism.
- Be sure each member of the group understand the process.
- Determine the following with regard to future Exchange meetings:
  - The best day during the week to meet.
  - The best week in the month to meet.
  - The best starting time for the meetings.
- Set the 10-month schedule of meeting hosts.
- Review the responsibilities of a host in preparing the group for hosting an Exchange meeting.

#### **Miscellaneous**

If an Exchange Group is to meet at a restaurant or other catered establishment each member will pay for their own meal.

- CAMA will promote the CAMA "C-Suite" Exchange Program at CAMA functions and in promotional materials to encourage new membership.
- To guard contact information for the benefit of the members, rosters will not be distributed at meetings, but will be emailed, as they are updated, by CAMA staff.
- Individuals are carefully assigned to a group using the following criteria: type of business, years in business and number of employees.
- Experience indicates that if a member should miss the first two sessions, he or she will be lost for the program. The Group Coordinator should follow-up by phone; and if a member is no longer interested or available, they should be removed from the list and, if possible, replaced with a new member.
- The purpose of the Exchange Program is to advise and consult with industry peers, not to sell products or services to group members. These activities should be done outside of the actual Exchange meetings.

## CAMA "C-Suite" Exchange Group Member Application

COMPANY NAME \_\_\_\_\_

Applicant First Name: \_\_\_\_\_ Applicant Last Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: CO ZIP: \_\_\_\_\_

Please indicate the specific Exchange Group in which you wish to participate:  
(You must spend 65% of your time working in this field of expertise)

CEO  Plant Operations  CFO(Finance)  HR

Please indicate which category best describes your business:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Aerospace & Aircraft    | <input type="checkbox"/> Embossing               | <input type="checkbox"/> Machining            |
| <input type="checkbox"/> Apparel                 | <input type="checkbox"/> Electrical Components   | <input type="checkbox"/> Medical Devices      |
| <input type="checkbox"/> Brazing Services        | <input type="checkbox"/> Fabricating             | <input type="checkbox"/> Metal stamping       |
| <input type="checkbox"/> Castings                | <input type="checkbox"/> Finishing Services      | <input type="checkbox"/> Packaging            |
| <input type="checkbox"/> Coating Services        | <input type="checkbox"/> Food & Food Products    | <input type="checkbox"/> Painting Services    |
| <input type="checkbox"/> Contract Manufacturing  | <input type="checkbox"/> Furniture & Accessories | <input type="checkbox"/> Powdered Metals      |
| <input type="checkbox"/> Custom Manufacturing    | <input type="checkbox"/> Grinding Services       | <input type="checkbox"/> Thermoforming        |
| <input type="checkbox"/> Cutting Services        | <input type="checkbox"/> Handling Equipment      | <input type="checkbox"/> Welding Services     |
| <input type="checkbox"/> Die Castings            | <input type="checkbox"/> Heat Treating Services  | <input type="checkbox"/> Wire & Wire Products |
| <input type="checkbox"/> Equipment & Accessories | <input type="checkbox"/> Injection Molding       |   |

By signing below, I am confirming that I have read the Exchange Group Guidelines and agree to abide by the Guidelines to the best of my ability.

Once this signed form is returned to CAMA, your application will be reviewed by the CAMA Program Coordinator to determine the availability and inform you of your Exchange Group Assignment. Based on your product/services description you will be placed in a Exchange Group.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### For Internal use only:

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

CAMA Member Yes  Renewal Date \_\_\_\_\_ No

Exchange Group Assignment:	Business Category:
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Exchange Group Coordinator: \_\_\_\_\_ Coordinator Notified: Yes  No