



Member Policies

Welcome to Chamber630's "Chamber FIRST" referral group. This information is important reading for all Members of Chamber FIRST. You are urged to review this material closely.

Chamber FIRST Philosophy

Success in Chamber FIRST means you need to be a positive and supportive Member of an organization based upon mutual support. This requires commitment to your fellow Members and to the Chamber FIRST philosophy of "Givers Gain;" by giving business to others, you will get business in return.

Compare the Value

Most business people advertise and we would never suggest that you stop advertising. However, compare the value between traditional advertising and word-of-mouth marketing. Being a Member of Chamber FIRST is like having up to 20 salespeople marketing your product or service every day.

Good Referrals offer the opportunity to do business with someone who is in the market to buy your product or service. Although not a guaranteed sale, a good referral is an open door to discuss your business with someone interested in your product or service. Each Member knows many people. This extended network is a rich database of potential business available to Members of Chamber FIRST.

Word-of-mouth is the most cost-effective form of advertising possible. Chamber FIRST provides a structured environment for the development and exchange of quality business referrals.

CODE OF ETHICS

- I will provide the quality of services at the prices that I have quoted.
- I will be truthful with the Members and their referrals.
- I will build goodwill and trust among Members and their referrals.
- I will take responsibility for following up on the referrals I receive.
- 5. I will live up to the ethical standards of my profession. Professional standards outlined in a formal code of conduct for any profession supersede the above standards.
- 6. I will display a positive and supportive attitude with Chamber FIRST Members.

GENERAL POLICIES

How does it work?

1. Only one person from each professional discipline, trade or business is permitted to join Chamber FIRST. Full disclosure of business trades or categories is expected. Members must represent their primary occupation, not a part-time business, representing only one business and one business category.
2. The meetings take place on the first and third Wednesday of the month, held in the Chamber conference room from 8:30 a.m. to 9:30 a.m. with networking starting at 8:15 a.m. Members should plan on arriving on time and staying for the entire meeting.
3. An individual may be a Member of only one referral group at any given time. Chamber FIRST Members must be exclusive to this group, in order to fairly provide referrals to fellow paid Members.
4. Members will take turns giving presentations on their businesses, the schedule is pre-determined.
5. There are no leaves of absence except for medical leaves. Members may take up to eight weeks medical leave with the group's prior approval if their fees are pre-paid for that period of time and they attempt to have someone from their business fill in during their leave.
6. Attendance is critical to the group. If a Member cannot attend, he/she may send a substitute (from their business) to the meeting. This will not count as an absence. A Member is allowed three absences every six months (April through September and October through March). After three absences, the Member is subject to removal by the Chamber FIRST Members. It should be noted that if a Member is late twice, by more than five minutes, it will count as an absence.
7. Members are encouraged to bring bona-fide referrals to meetings. The group expects that each Member give a minimum of two referrals per quarter per calendar year.

How do I join Chamber FIRST?

Visitors are encouraged to attend Chamber FIRST meetings up to two times, they may introduce themselves in accordance with the agenda (20 sec. intro). If a visitor wishes to be voted into Chamber FIRST they must notify the Membership Chairman, read and sign the guidelines; at this point they become a Prospective Member or Prospect. A Chamber First prospective member must be a member of the Chamber630 prior to giving a 5 minute presentation about their company.

8. The Prospect will be asked to make a 3-5 minute presentation on their core business of which they will be representing, at the next meeting or as the agenda allows. After Q&A, a closed-door discussion follows.
9. It is the Member's responsibility to file a concern with the Vice Chair of Chamber FIRST if a Prospect in any way conflicts with their business classification on file with Chamber FIRST. This should be done before the Prospect is voted on for Membership. If there are no complaints, the Executive Committee will "assume" eligibility.
10. Should a possible conflict be identified between a Member and a Prospective Member, the Vice Chairman will arrange a meeting with all concerned parties and include at least one other Member of the Executive Committee to determine if a conflict exists. If no conflict exists, a vote will occur.
11. All votes which may be taken electronically; results will be relayed to Prospective Member by staff liaison prior to the next meeting. 75% of majority approval rules.
12. Members who wish to change or add to their classification may do so upon 75% majority approval rules.
13. Policies are subject to change. The Chamber FIRST Members will determine all changes, excluding directives from the Chamber's Board of Directors.

ADMINISTRATIVE POLICIES

1. Annually (first meeting in September) nominations will be taken for the Chairman, Vice Chairman, Membership Chairman and Marketing/Social Chairman; one nomination per member. The terms are in accordance with the Chamber’s fiscal year, Oct. 1 – Sept. 30. Following the nominations meeting, a vote will be taken; highest number of votes designate approval. In the case of a tie, a speak-off (brief presentation) will be conducted and a re-vote will take place. Job descriptions as outlined below:
 - A. Chairman – send meeting notices, set agenda and facilitate meetings
 - B. Vice Chairman – facilitate meeting in Chairman’s absence, follow up with guests, address attendance issues as necessary and facilitate conflict concerns of Members and Prospects.
 - C. Membership Chairman –Track attendance, coordinate visitor schedules and Prospective Members’ 3-5 minute presentations with Chairman
 - D. Marketing/Social Chairman – work with Chamber staff to creatively market Chamber FIRST and plan one social event during each six month period.
 - E. Referral Tracker – track leads, distribute copies of compilation
2. There is an annual registration fee of \$165 per year. Chamber FIRST fees are paid annually to Chamber630
3. Fees are non-refundable.
4. Fees cannot be transferred from one person to another unless the fees are from the same company. Chamber FIRST transfer guidelines apply to all Members.

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I agree to the expectations and guidelines as outlined above.

Name (print) _____

Business _____

The exclusive core business category I am representing is

_____.

Signature _____

Phone _____ E Mail _____

For office use only:

____ 75% Majority Approval

____ Staff Liaison, verification Member is in good standing.

____ Check or credit card submitted for annual referral group dues.

____ Approved Member of Chamber FIRST Referral Group