



Business Connections

Policies and Procedures

MEMBERSHIP: The Sugar Grove Chamber Business Connections group is open to anyone who is a **member in good standing with the Sugar Grove Chamber of Commerce & Industry**. The Business Connections group is a chamber membership benefit.

PURPOSE: The Purpose of the Sugar Grove Chamber Business Connections group is to provide a forum and structure for members to meet bi-monthly to promote their business and network with other members of the group.

ATTENDANCE: Members are expected to attend meetings regularly. For networking to be effective it is necessary to have periodic and regular contact with other members of the group. Absences may be allowed only when the member calls the Group Leadership prior to the meeting time. A member may have an associate or other person from the same business fill in for him or her as a guest. The guest is intended to be your representative for that meeting and, as such, will be responsible for providing a 60-second commercial on the member's business. Guest representation will be limited to 3 times during any six-month session. Only 2 unexcused absences are permitted.

SESSION: A session will consist of a six-month period, from January 1 through June 30 and from July 1 through December 31.

DUES: **Group dues are currently waived.**

You or your company must be a member in good standing with the Sugar Grove Chamber of Commerce & Industry to participate.

MEETINGS: Each meeting is anticipated to last approximately 1 hour, beginning at designated time or other agreed upon time. Meetings are held twice per month on every other week. Each meeting will provide an opportunity for the sharing of business and industry updates, an introduction of your particular business, a referral exchange and a presentation of up to 20 minutes by a member(s) designated to be the presenter(s) for that meeting.

VISITORS: Members are encouraged to invite guests to attend our meetings. A visitor may attend two meetings before joining. Guest representatives (filling in for a current member) are not required to join and, consequently, are not subject to this two meeting limitation.

REFERRALS: Members are expected to provide quality business referrals at each meeting. An invited visitor who attends (other than a guest representative) will be considered a referral. Failure to provide at least one referral may result in \$1 fine if the group chooses. The use of this money is to your groups' discretion.

GROUP STRUCTURE: The leadership of the Business Connections group will consist of the following positions:

Group Leader is responsible for attendance, scheduling, presentations, and conducting the meetings.

Co-Leader is responsible for membership, tracking referrals, group website updates, and conducting meetings in the absence of the Group Leader.

These positions are intended to be for one-year terms, beginning on January 1st, and will be agreed upon by a majority vote of those present at the first meeting session in December of each year. Officers may assign member positions to assist in managing the group activities.

EXCLUSIVITY: **There is no business category exclusivity.**

NEW MEMBERS: **You or your company must be a member in good standing with the Sugar Grove Chamber of Commerce & Industry to participate.**

CHAMBER OF COMMERCE: A person will be selected and identified as the Business Connections Group Director. This person will hold periodic meetings with Group Leaders to discuss improvements and maintenance of groups. There will also be a liaison from the Board of Directors. The Group Director will communicate your concerns to the Sugar Grove Chamber of Commerce & Industry's Board of Directors for resolutions. All new membership requests should be reviewed for completeness and processing by the individual Group Leaders and the Business Connections Group Director.

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