

Randolph Professionals Network

We offer a unique atmosphere in which to meet local business professionals and share knowledge and information. Our meetings are casual and enjoyable – but make no mistake about it, **we mean business!**



Randolph Professionals Networks are leads and networking groups of the Asheboro/Randolph Chamber of Commerce.

The groups are industry exclusive, allowing one member to represent each industry (for example, there is one accountant, one caterer, etc...) per group.

RPN-Group1 meets every Tuesday morning at the Chamber (137 South Fayetteville Street, Asheboro) at 7:45 a.m., and **RPN-Group2** meets every Thursday morning at the Chamber (137 South Fayetteville Street, Asheboro) at 7:45 a.m., *except the first Thursday (Feb.-Oct.), which will be at The Exchange (204 South Fayetteville Street, Asheboro)*. Both meetings end at 9 a.m. In addition to regular meetings, members enjoy annual and seasonal social events, as well as one-on-one meetings for lunch or coffee.

Participation in the group is vital, and *Randolph Professionals Network* has attendance requirements to insure the integrity and strength of the group. For more information about attendance and other group rules, please see our policies.

Typical meetings begin with officers' reports, general announcements, and the sharing of general leads (business information, which may be of interest to many members). Each member then has the opportunity to introduce him/herself, briefly describe their business and the types of leads they are seeking in 30 seconds.

Randolph Professionals Network Policies & Procedures

Statement of Purpose:

The Randolph Professionals Network (RPN) is dedicated to the positive development of purposeful referral generation for its members within the business or consumer community in which it has direct influence and/or association by virtue of past experience or current knowledge. Referrals presented to individual members are a matter of confidence and trust and will be handled accordingly by the recipient. Membership is treated as a privilege; therefore, attendance and active participation in all activities of the Network are encouraged if all members are to receive the full benefit of their membership.

Membership Qualification:

Any person involved in a business who wants to increase their exposure to other businesses and gain potential business as referred by others within the membership should apply. There is to be only one member per business category. All candidates must be a member in good standing of the Asheboro/Randolph Chamber of Commerce.

Procedure of Membership:

In order to be considered for membership in the RPN group, a candidate must complete a Randolph Professionals Network membership application, must understand and agree to abide by the Policies and Procedures, and must be a member in good standing of the Asheboro/Randolph Chamber of Commerce. Applications for membership are reviewed and determined for eligibility by the Steering Committee. Current group members have determining power when a candidate may be in a possible conflicting industry. If two people are in conflict, the initial step is for the member and potential member to meet with the RPN Steering Committee and the Chamber liaison to determine if the conflict can be resolved and both parties continue to participate in the group. The RPN Steering Committee has the power to accept or deny admittance into the group. The Asheboro/Randolph Chamber of Commerce has the responsibility to maintain decorum within all groups and thus has ultimate authority over operations of all of its networking groups.

To assure the opportunity to participate in the Chamber's leads groups are available to the maximum number of businesses possible, a company may only be a member of one of the RPN leads groups at any given time. Also, an individual may not simultaneously represent multiple companies even though they may be completely separate, each providing their own unique and different products and/or services and financially independent from one another and in different categories or in different RPN groups.

Attendance Policy:

Good attendance and participation are essential for the success of the group. You may send a substitute, such as a co-worker, friend, relative, or client to represent you and your business without loss of attendance.

Members who arrive late or leave early will be charged with one occurrence. Three occurrences will result in one absence. More than (3) three absences per calendar quarter will result in a loss of membership. A \$20 fee, in addition to the normal dues, will be required to reinstate a member who is otherwise in good standing. A group member will have ten business days to pay the reinstatement fee before his/her position in the leads group is forfeited.

Members are to arrive at 7:45 am for networking and breakfast. The meeting is to begin promptly at 8 am. Anyone arriving tardy (after 8 am) will only be allowed to share his or her name and company.

Program Procedure:

At the beginning of each meeting, each member will give a "30-second commercial," stating name, company affiliation, location, responsibilities, and any lead request they desire. Individuals attending as substitutes for RPN members may only speak regarding the business of the member they are representing. The president or vice-president will present meeting announcements and recognize any guest. One or two ten-minute presentations will be given by our predetermined speaker(s) selected from the roster of members. The vice-president will maintain a calendar of presenters, and will strive to make sure that all of the group members present at least one or two times per year. It is the responsibility of the presenter to notify the vice-president at least one week prior if they will be unable to present on the scheduled date. The vice-president will then have time to find a replacement. This is an opportunity to present your business interests to Randolph Professionals Network members objectively. The goal is to tell the group who you are, what you do, and the business you represent. This knowledge allows the members to determine, based on your expressed interest, leads that might be presented to you for future business interest and activity.

Referral Forms:

Referral forms will be supplied to the membership at each meeting. Members are asked to share any qualified referrals they might have for a member by filling out a referral form and passing along the information to the member within the Randolph Professionals Network. All leads provided must be to the benefit of the receiving business. Leads and referrals are to be treated in confidence among the membership and to be acted upon, as soon as possible, with ethical standards and consideration for the person who provided the lead. Toward the conclusion of the meeting, group members will be asked to share quantities of leads, referrals, and/or testimonials, passed among members. Each member is asked to be brief when giving this information.

Guest Policy:

It is the desire of the RPN Group(s) to continually grow and increase their membership, therefore non-member guest will be permitted and encouraged to visit regularly scheduled meetings a maximum of twice before applying for full membership. Guest will be recognized by the presiding officer and permitted to introduce themselves and identify their business.

Social Functions:

On a quarterly basis and at the discretion of the membership, a social function may be planned for the express purpose of getting to know other members better on a casual basis, as well as meeting prospective members who are invited guests of current members. Some social function costs will be covered by the dues/fees received during the year (unless otherwise specified). Members of RPN are strongly encouraged to attend the Chamber's monthly Business After Hours.

Officers:

Steering Committee

The RPN group shall elect the following officers to serve as the Steering Committee: President, Vice-President, Secretary, Treasurer and two members at large. The President shall serve a term of six months at which time the previously elected Vice-President shall assume the duties of President and a new Vice-President shall be elected. The office of Treasurer shall serve twelve-month terms. The two at large members of the Steering Committee shall be re-elected every six months at the same time as the Vice-President and Secretary. Officers may not serve back-to-back terms.

Duties of the Steering Committee Officers:

President: (6-month term) The president will conduct each weekly meeting, and it will be their responsibility to start and end the program on time.

Vice-President: (6-month term) The Vice-President shall preside at any meetings the President is not able to attend and assume the office of President during the next term. The VP must also contact and maintain a calendar of presenters for each meeting.

Secretary: (6-month term) The secretary shall be responsible for maintaining attendance records, tracking of leads presented and received, maintaining waiting list of prospective members, and any other administrative duties as may be required. In addition, the Steering Committee secretary shall be responsible for providing the Chamber liaison a complete and audited list of current member businesses, their representative and assigned business category as well as timely notification of any additions, deletions and/or changes.

Treasurer: (12-month term) It will be the responsibility of the treasurer to collect all dues on a quarterly basis and maintain a tracking report to show itemized revenue and expenses associated with the RPN group. A Chamber of Commerce staff liaison will deposit revenues in the Chamber account and disburse expenses as instructed by the treasurer. A separate line item for RPN revenue and expense will be shown on the Chamber's financial report. RPN expenses will be paid through the Chamber's existing accounting program from revenues derived from the dues or other associated programs. At the discretion of the respective RPN Steering Committee, and with the approval of the Chamber liaison, the group may elect to establish its own bank account(s) and maintain its own financial records. In choosing to do so, the group agrees that its treasurer will maintain a detailed report of revenue, expenditures and cash on hand and upon request, provide such to the designated Chamber liaison. In addition, they must agree that upon request by the Chamber liaison or their designated representative to provide open access to all financial records for the purpose of performing an audit. The RPN treasurer, at each meeting will provide a brief financial report to the membership. All expenditures exceeding \$200.00 will be reported in the meeting and approved by the members.

Steering Committee Elections:

RPN I Six-month terms begin April 1 and October 1. Twelve-month terms begin on April 1.

RPN II Six-month terms begin January 1 and July 1. Twelve-month terms begin on January 1.

Business Category:

The business category that is listed on the candidate's application is the only activity they may promote. Example: "Insurance – Life & Health." This designation will allow other insurance people, i.e., commercial property/casualty insurance or personal auto/home insurance, to join the Randolph Professionals Network. In stating your category, please be specific, relative to your duties, responsibilities and marketing territory.

Dues and Fees:

Dues are paid at the first meeting of each calendar quarter. Checks are to be made payable to the Asheboro/Randolph Chamber of Commerce. If the RPN Group has elected to maintain its own financials, checks should be written to the respective group. Dues are \$45 quarterly, \$80 semi-annually, or \$150 annually. A penalty fee of \$20 will be assessed if dues are not paid by the fifteenth of the first month of the quarter. Dues for the current President, Vice-President, Secretary and Treasurer officers will be waived during their tenure.

Inclement Weather Policy:

If the Randolph County Schools have issued a delay or closed school day, our group meeting will thus be cancelled.

Dissolution of the Randolph Professionals Network:

If for any reason any Randolph Professionals Network networking group is dissolved, any member who has pre-paid dues for a period greater than three months beyond the date of dissolution shall receive a prorated refund of his or her dues. Any funds left in the treasury after satisfying all pending liabilities and the distribution of pre-paid dues shall be contributed to a charitable organization. The charity shall be selected by the members of the group by majority vote. If the group is unable to decide on a charity, the funds shall be donated to the Asheboro/Randolph Chamber of Commerce.

Amendments**REVISIONS**

These policies and procedures may be amended or altered only with the prior approval of the Chamber's Executive Committee and a two-thirds (2/3) vote of the total combined membership of the RPN groups at any regular meeting, providing the notice for the meeting includes the proposals for amendments.

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Randolph Professionals Network
MEMBER APPLICATION & INFORMATION SHEET

Today's Date ___/___/___

Representative Name & Title _____

Business Name _____

Street Address _____

Post Office Box _____

City/State/Zip _____

Phone #: _____ Fax #: _____ Cell #: _____

E-Mail Address: _____ Web Site-http:// _____

Length of Time in Profession: _____ years _____ months

Are you a member of the Asheboro/Randolph Chamber of Commerce? () Yes () No

Category (see back): First Choice: _____ Second Choice: _____

I am interested in joining () Tuesday's RPN-Group 1 () Thursday's RPN-Group 2

Please provide a description of your business and the products and/or services provided (include any literature and/or photographs that will assist us in being knowledgeable of your business) _____

Please provide any additional information that you feel may be helpful to us in assisting your business _____

What types of businesses buy your products or services?

Privileges and responsibilities of members are contained in the RPN Policies/Procedures, which should be reviewed carefully before joining the group. Submission of this application is not a guarantee of membership. All new membership applications are subject to approval by the respective RPN Group. Membership dues are \$45 quarterly, \$80 semiannually or \$150 annually. Application and dues must be submitted to the Randolph Professionals Network, c/o Asheboro/Randolph Chamber of Commerce, 137 South Fayetteville Street, Asheboro, NC 27203 or fax to (336) 626-7077.

Randolph Professionals Network Categories

Accounts Receivables
 Accounting/Tax Service
 Advertising-Media
 Advertising-Yellow Pages
 Air Service
 Alternative Medicine
 Apartments
 Architects
 Art Framing
 Art Galleries
 Assisted Living Facilities
 Attorneys - Business
 Attorneys - Personal
 Auctioneers
 Audio & Video Sales/Service & Rental
 Audiology
 Automobile Rental
 Automobile Repair
 Automobile Sales - New
 Automobile Sales - Used
 Banking - Commercial Loans
 Banking - Savings & Checking
 Banquet Halls & Meeting Rooms
 Caterers
 Child Care
 Chiropractic Physicians
 Collection Services
 Communications – Freelance
 Writing/Consulting
 Communications - Local Telephone
 Communications - Cellular
 Communications - Long Distance
 Communications - Networking,
 Data, Equipment
 Computer Graphics Service
 Computer Programming
 Computer Sales Service
 Conference Center
 Consultant - Facility
 Consultant - Medical
 Consultant - Human Services
 Consultants - Business
 Economic Development
 Embroidery & Screen Printing
 Employee Screening & Testing
 Equipment Rentals
 Equipment Sales & Service
 Event Planning
 Executive Recruiters

Exterminators
 Florists
 Garage Door Sales & Service
 Golf Club Membership
 Hazardous Chemical Handling
 Health Care Services
 Health Club
 Health Foods & Products
 Hearing Services
 Heating & Air Conditioning
 Hobby & Craft Supplies
 Holistic Practitioner
 Home Furnishings & Services
 Home Health Care
 Home Health Care – Non-Medical
 Home Inspections
 Homebuilder
 Hotels & Motels
 Human Services
 Industrial Supplies
 Insurance – Life & Health
 Insurance-Personal:
 Property & Casualty
 Insurance-Commercial:
 Property & Casualty
 Interior Designers
 Internet Services
 Investment Services
 Janitorial & Cleaning Services
 Landscaping & Landscape
 Maintenance
 Limousine Service
 Locksmiths
 Machine Shops, Metal Fabrication &
 Finishing
 Mail & Shipping
 Marketing - Public Relations
 Marketing & Promotional Products
 Medical Outpatient Center
 Mortgages
 Network Marketing
 Newspapers
 Non-Profit
 Office Equipment
 Office Facility & Support Services
 Office Furniture & Systems
 Office Supplies
 Opticians & Optometrists
 Orthodontist
 Payroll Services
 Personal & Professional Development
 Photography & Photographic Services
 Physicians
 Portable Toilet Facilities
 Powder Coating
 Printers & Printing Services

Publishers
 Radio Stations
 Real Estate Appraisals
 Real Estate Rentals
 Real Estate Sales - Commercial
 Real Estate Sales - Residential
 Recycling Services
 Rehabilitation
 Restaurant – Fast Food
 Restaurant - Dining
 Restaurant - Specialty Services
 Safety Products
 Security Systems
 Signs
 Speech & Language Services
 Surveyors
 Television Stations & Services
 Temporary Staffing Service
 Therapeutic Massage
 Travel & Tour Services
 Trophies & Engraving
 Trucking, Moving Companies
 Uniforms
 Vending Companies
 Veterinarian
 Video Productions
 Waste Services
 Web Design & Hosting
 Welding
 Yoga Studios

**Your application will be
 reviewed by the RPN Steering
 Committee and you will be
 contacted.**