



ChamberNet Referral Groups *Updated 09/4/2018*

Mission Statement: The mission of ChamberNet Groups is to provide a meeting structure and environment so that Chamber Members can establish trusting relationships with one another for the purpose of giving and getting business referrals, establishing personal relationships, participate in training and educational opportunities, and have fun.

From the Chamber:

- Each ChamberNet Group is encouraged to have their own *personality* to meet the group's expectations and group culture
- ChamberNet Leads must communicate its membership list with the Chamber on a monthly basis in order for the office to appropriately field questions and stay informed with membership
- The business must be a member of the Chamber in good standing
- Members cannot represent more than one business at a time
- Businesses may not represent themselves in more than one ChamberNet group
- Each member selects one profession or classification. If a business encompasses more than one classification, they may talk about the other profession providing there is no one in that classification (e.g., a person who does both graphic design and website design must choose one or the other in their category)
- Chamber will manage the group list from the Team Leads and publicize them on the Chamber website keeping them up to date monthly.
- When there is a classification conflict or question:
 - The current member of the ChamberNet group works with the new ChamberNet member to agree on how both businesses will be represented. (Example: Another attorney may join the ChamberNet group and both attorney members agree they will promote different types of law.)
 - When ChamberNet members cannot resolve the issue, the ChamberNet Lead will notify and brief the Executive Director of the situation, discuss, and work together to make the decision *always keeping the best interest of the Chamber in mind*
 - Example Classifications:
 - Insurance
 - Realtor
 - Senior Services
 - Landscaping
 - Retail
 - Chiropractor
 - Massage
 - Bookkeeper
 - Advertising & Media
 - Finance
 - Manufacturing
 - Automotive
 - Business/Personal Coaching
 - Health
 - Etc.

Recommended Meeting Guidelines:

Each group will have one Team Lead and an Education Coordinator

Team Lead's Role

- Facilitate meeting
- Email meeting reminder at least 1 day prior to meeting with agenda
- Bring handouts to each meeting
- Agenda w/mission statement included
- Schedule and Track Speakers
- Manage the list of members with contact information and submit to the Chamber the 1st of every month.
- Take attendance and manage absentees. Members must attend 80% of the meetings. If they cannot make the meeting they can send a stand-in person for them to represent their business or they will be considered absent. After a member has been absent 20% of the time in one year they will be dropped from the group. Team Lead must contact the Chamber to have that member taken off the website group list so other potential members can have the opportunity for that seat

Education Coordinator's Role

- Shares a networking educational tip at each meeting
- Shares a quote at the end of each meeting
- Provides training and educational presentations quarterly (optional)
- Times members during sharing – volume on timer turned on

Recommended Meeting Agenda and Ground Rules:

Structure and ground rules are important components for efficient and productive meeting results.

Ground Rules

- Phones turned off during meeting
- Members are accountable to one another
- Start on time, end on time
- An audible timer will be used during sharing time to stay on schedule
- No side conversations during the meeting
- Attendance is critical to the group

Sample Agenda

- Welcome, *Team Lead*
- Educational Tip, *Educational Coordinator*
- Round Table – 60 second (or how you see fit) commercial
- Testimonies/Referrals (important part of meeting)
- Speaker for meeting
- Chamber Announcements, *Team Lead*
- Thank you – Wrap up Quote, *Education Coordinator*