



NETWORKING GROUP

- 1.) The networking group will operate under the GCVCC's EIN number.
- 2.) The Networking Group is governed by the by laws of the GCVCC.
- 3.) All Networking Group activities are subject to approval by GCVCC President / CEO.
- 4.) Use of Chamber logo must be pre-approved by Chamber staff.
- 5.) Each member of your networking group must be a member of the GCVCC and be in good-standing with their annual membership dues and all other monies owed to the Chamber.
- 6.) A checking account will be set up at Union Bank by our Controller on behalf of your networking group.
- 7.) The networking group's leader or treasurer will need to be a signer on the bank account.
- 8.) Upon opening the account, the networking leader or treasurer will need to go into Union Bank to sign documentation and provide two forms of ID. * Note: Your networking group is responsible for providing the \$100 to set up the account. Please communicate via email with our Controller on the date and time that you'll be meeting with our bank representative.
- 9.) The networking group's leader or treasurer will turn in all dues/monies to the Controller and she will deposit them.
- 10.) The Chamber's Controller will order checks, deposit slips and deposit stamp for your networking group.
- 11.) The checkbook/deposit slips will be kept in the Controller's office. (If you need to write a check, please contact the Controller in advance to set up a date and time. A 48 hour notice is requested.)
- 12.) If you would like copies of your monthly bank statements, please email our Controller with the address you would like the statements mailed to.
- 13.) Please make **sure your membership dues checks are made payable to the name of your networking group.**
- 14.) The networking group is responsible for their own expenses.

15.) Each networking group is responsible for managing their own membership roster.

16.) We request that you email your current membership roster to our Director of Membership by the 1st of every month.

17.) In the event the networking group closes, any remaining money left in the checking account will be donated to the "Greater Conejo Valley Community Foundation."

18.) The Treasurer will be committed to a one-year position.

19.) A 30 day notice is required prior to leaving the Treasurer position.

I acknowledge that I have received a copy of the networking groups' policies. By signing below, I understand, accept, agree and will be responsible for complying with them.

CEO / President _____ **Date:** _____

Controller _____ **Date:** _____

Treasurer _____ **Date:** _____

Networking Leader _____ **Date:** _____

*** Information is subject to change, without notice.***