



Randolph County Chamber of Commerce
Referral Networking Group
Operating Guidelines

Introduction

Chamber Links is an optional program ran by the Randolph County Chamber of Commerce for members in good-standing who are interested in a structured referral networking group. The purpose of Chamber Links is to enhance business development and personal growth opportunities for members. The group provides the opportunity and setting for leads exchange and business advice in order for participants to strengthen their business and expand their individual network. Chamber Links members commit to increasing each members' business. This is accomplished by developing strong relationships and exchanges of ideas, resources, and referrals among members.

Meetings

Meetings will be held every other week. Each meeting is a structured session providing the opportunity to give and receive referrals. Meetings are formatted to allow each member to give a brief "commercial" about their business. In addition, one member is spotlighted by giving a 10 minute presentation. The format, location, and duration of meetings can be modified as necessary to accommodate particular needs of the group. Members can attend by Zoom... video must stay on for the duration of the meeting.

Eligibility

- Chamber Links members must be a current member in good standing of the Randolph County Chamber of Commerce.
- A Chamber member may visit the group up to two times as a guest before applying.
- Non-Chamber members may visit the group up to two times as a guest before Chamber membership is required to apply.
- Applications are reviewed and approved by the Chamber Links chair, vice-chair, and Chamber liaison.

Roles and Responsibilities

Chamber Links Member

- Adhere to all Chamber Links guidelines, including the attendance policy
- Only represent your primary occupation, the one listed on your application
- Participate in all regularly scheduled meetings
- Notify Chamber Liaison of excused absences
- Responsible for acting in the best interest of the Chamber
- Abide by the referral minimums set by the Chair

Chair (6 month rotating terms amongst Chamber Links members)

- Conduct Links meetings
- Implement new policies put forth by the group
- Responsible for effective communication with the Chamber Liaison

Vice- Chair (6 month rotating terms amongst Chamber Links members)

- Conduct meetings in the absence of group Chair
- Create and maintain schedule of member presentations
- Coordinate needs of group and/or presenter prior to each meeting

Chamber Liaison

- Serve as the primary Chamber contact for the group
- Create and maintain group roster and attendance schedule for group members and visitors
- Collect and distribute new member applications
- Distribute communication as required for the group (reminder emails, rosters, etc.)

Group Make Up

Group size will be limited to 10 – 15 members to ensure that meetings remain productive and on schedule. As group size increases, the Chamber Liaison will work with the Links committee to redistribute Links members as needed.

Attendance

Members are expected to demonstrate their commitment through consistent attendance. Within every six months, each member is allowed a total of two excused absences. If a regular group member is unable to attend, he/she is expected to send a substitute to the meeting. Members are expected to arrive on time and stay for the entire meeting. If a member fails to meet these requirements, he/she may be dropped from the Chamber Links program.



Chamber Links Membership Application

Applicant Name: _____

Applicant Position or Title: _____

Business Name: _____

Business Category: _____

Business Address: _____

Office Phone: _____ Cell Phone: _____

Email: _____

Chamber Links members must be a current member in good standing of the Randolph County Chamber of Commerce. By signing below, you are acknowledging acceptance of the Chamber Links operating guidelines.

Applicant Signature: _____ Date: _____

Randolph County Chamber of Commerce
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