



CHAMBER CONNECTIONS GROUP GUIDELINES

- All group members are encouraged to pass leads. Members should try to bring at least one lead every week. (Please see “What is a Lead” to be sure you’re passing acceptable leads.)
- You **MUST** be a member of the SWCRC by the time you sit in on your first official meeting (this is after you have been notified of your acceptance to the group) and remain a member in good standing (keep your dues paid up). If a company has a representative participating in one Connections group, they may have another person represent them in another Connections group until such time as another SWCRC member in the same business category makes application to participate in Chamber Connections. At that time, the first party will have the opportunity to choose which group they prefer before withdrawing from the other group.
- Only one person per category may attend the group meetings. Only one representative per company can be involved in the group at any time. Members may have a colleague or an associate fill in for them if they cannot attend a meeting. The sub may not be someone that is in an already occupied category (see attendance policy below).
- You **MUST** have an email address on file with the SWCRC.
- Your “Primary Business” category needs to be specific and encompass the primary objective of your company, for example: if you sell houses but you also sell commercial real estate, you would have to select which you do primarily and list it as your primary business category. Your primary business category may then be listed as “Residential Real Estate”. You may talk about selling commercial real estate within the group providing there is no other person occupying that as their primary business category and it is listed as your secondary business category. The category that you select may be amended by the chair or co-chair of the group or a SWCRC staff member to ensure that it is specific enough to meet requirements.
- Each member is permitted to have three absences every six months (Apr.–Sept. & Oct.–Mar.). If you have to miss but do not wish to use up an absence, you may have someone fill in for you. It is advised that you provide them with a 3x5 card with your personal advertisement as well as one lead to pass. If you do not have a substitute, you will have to take an absence. If you are tardy three times, this will count for one absence. (The meeting begins at 8:00 a.m. Anyone not there when the meeting starts is tardy.) Once you have used up your allowed absences, your category will be opened up and another member of SWCRC may have the opportunity to take your place in the group. If your spot is still available and you wish to return to the group, you may fill out another application to be voted in again.
- On the day of your infomercial, please bring a gift valued at \$20 or more. The winner of your gift will be selected from those who pass leads on that day.
- Meetings are structured to run for approximately one hour. This may vary depending on the size of the group. Please be prepared for meetings to run over slightly in time.

- If you don't have a lead to pass, you may give a "plug" for someone else in the group or bring a guest to visit the group. During a plug, you can speak of a good experience that you have had in doing business with someone in the group, or you can discuss what good business practices they have. It may be a good idea to set up a couple of "lunch and learn" appointments with some of the other group members so you get to know them a little better and possibly do some business with them. This will allow you a "back up" on the days you are without a lead. Everyone needs to try to bring one lead, bring a guest or be prepared to give one plug each week.
- A guest brought to the group will be counted as a lead providing they are not used as another lead for someone else in the group.
- After your first meeting (once you have been voted in) please be prepared to stay after a few minutes with co-captains or group education coordinator to discuss group guidelines.

Chamber Connections is a service that the Southern Wayne County Regional Chamber provides to its members. The SWCRC reserves the right to change or amend any policy or procedure of the Chamber Connections at any time.