



Boise Leaders Networking Group Handbook
1-13-16

Boise Leaders Networking Group Handbook

I. Mission Statement

Provide a forum in which business professionals can develop networking relationships, promote their businesses, and receive lead referrals that yield increased business and revenue.

II. Board Members/Responsibilities

A. Chairperson – Dan McQuesten

1. Facilitate the meeting per established agenda
2. Plan and organize group events
3. Schedule and run board meetings
4. Participate in board meetings to establish policies and procedures
5. Field membership issues regarding the group or membership

B. Business Event Coordinator – Rudy Vaughn

1. Prepare weekly agenda: solicit and incorporate current business event information
2. Schedule weekly member speakers
3. Plan and organize group events
4. Participate in board meetings to establish policies and procedures
5. Maintain website functionality

C. Financial Officer – Jackie Stearns

1. Collect membership dues
2. Budget for planned expenditures
3. Maintain the financial viability of the group
4. Notify appropriate officers/facilitators of new or dropping members
5. Plan and organize group events
6. Participate in board meetings to establish policies and procedures

D. Administrative Recorder – Rick Waters

1. Consolidate the leads and email weekly to group members
2. Maintain an updated membership roster and email weekly to group members
3. Plan and organize group events
4. Participate in board meetings to establish policies and procedures

E. Membership Officer – vacant

1. Interview prospective members to insure they will be a good fit.
2. Determine if there will be any conflicts with existing members.
3. Promote new member prospecting within the group.
4. Review new applicants with the board for acceptance.
5. Participate in board meetings to establish policies and procedures.

III. Lead Definition

A. General Lead

Defined as providing pertinent non-published business information relevant to the scope of the membership...i.e. "ABC Company is moving their office to Nampa and need several different services." A relevant lead should include the business name, contact name, and contact phone number or email address.

B. Referral Lead

Defined as giving a specific member of the group a business name, contact name, position and telephone number and indication if the referring member's name may be used...i.e. "Joe, I know that Mike, the owner of ABC Company at 555-5555, needs a shredding service and make sure you mention my name."

C. Direct Lead

Defined as conducting business with another member of the group...i.e. "Lisa, will you please help me purchase a duplex to use as a rental – thanks, Mark." Direct leads should be for a significant amount of business conducted with another member.

D. What a lead is NOT

1. Pre-published/media reported information;
2. Referral information without a contact name and telephone number;
3. Non-business related information;
4. Employment offers – unless lead is provided directly to an employment agency group member.
5. Customer service that does not generate new revenue.

IV. Meeting Agenda

- A. Meeting Date and Time: Wednesday (Weekly) @ 11:45a.m.
- B. Meeting Location: Riverside Hotel (room assignments will vary. Please check at lobby information board for location).
- C. Presenter for the day.
- D. Presenter for the following week.
- E. Fifth Wednesday meetings information: Meet on-site at a member's business location for lunch and a tour of the facility.

V. General Rules and Regulations

- A. It is every member's responsibility to perform the following:
- Be active within the group
 - Attend meetings on a regular basis or send someone in your place.
 - Notify the Group via email no later than the preceding Monday for those times when you know you will not be able to attend a meeting.
 - Generate lead throughout the previous week for presentation to the group.
 - Contact members as soon as possible regarding direct leads.
 - Provide leads via email if the member is unable to attend that week's meeting.
 - Seek prospective members to fill open business categories.
- B. LEADS GENERATED THROUGH BLNG ARE NOT TO BE DISTRIBUTED TO ANY OUTSIDE PARTY OR LEADS GROUP. Members who violate this trust may be expelled from the group at the discretion of the BLNG Board.
- C. Side businesses are not to be mentioned during the meetings except when dues are paid accordingly.
- D. Appropriate behavior is dictated by professional courtesy.
- E. Cellular telephone calls (both incoming and outgoing) create a distraction and will not be tolerated: \$5.00 fine per offense to be paid to the drawing basket.
- F. Multiple representatives of same vocation are not admitted due to conflicting interests: all disputes will be brought before the board.
- G. Any issues that arise should be addressed to the president who will present them to the board members. The issue(s) will be handled at their discretion to preserve the integrity of the membership as a whole.

VI. Cost of Membership

- A. Membership dues of \$150 per quarter. The group year is defined as January 1 through December 31 of a single calendar year. The group quarters are defined as follows: Quarter 1 – January through March; Quarter 2 – April through June; Quarter 3 – July through September; Quarter 4 – October through December. Partial payment for a quarter for new members will be assessed by the Financial Officer.
- B. A late fee of \$25 will be assessed to any member that does not pay their full quarter dues within the first 30-day period of a quarter start.
- C. Insufficiently funded checks will be subject to a \$25 fee.
- D. New members incur a one-time \$25 applications fee when the application is submitted to the board of consideration.

- E. Prospective members are entitled to one complimentary meal. A second visit can be arranged at their own expense of \$15.00; however, a decision on membership must be made at the conclusion of the second meeting.
- F. Additional employees of members are welcome to attend a meeting with the member, but will need to pay a meal cost of \$12.00 due at the time of attendance. Substitute employees filling in for primary member are not charged a meal cost.

VII. Dissemination of Leads

- A. Leads will be compiled by the administrative recorder and e-mailed to all members by end of next business day (Thursday)
- B. Leads generated through BLNG are not to be distributed to any outside party or leads group.

VIII. Membership Roster

An updated membership roster will be e-mailed with the leads on a weekly basis.

IX. Prospective Member Procedures

- A. It is the responsibility of all current members to know the open categories to be filled and seek prospects for those positions.
- B. Members who wish to present a prospect to the group for an open position should first assess if there are any conflicts with current member's businesses.
- C. Prospects should be given the Membership Officer's phone number and email address and asked to contact the officer for an interview.
- D. Members should also contact the Membership Officer regarding the prospect, their business, open category position of interest, and prospect contact information.
- E. The prospect will be interviewed by the Membership Officer in regard to the following criteria: Possible conflicts with existing member businesses, their tenure within their company, experience in the industry, level of interest in the networking group, commitment to attending meetings, leads generation capabilities, and geographic area of representation.
- F. In addition, the Membership Officer will explain BLNG's mission statement, policies, procedures and what we expect from the prospect member in joining.
- G. If these elements have been satisfied, the prospect will be presented to the membership through group email for possible hidden conflicts or positive/negative character references. The group has four workdays to respond with input.
- H. If no issues arise the prospect will be invited as a guest to attend an upcoming meeting to make sure the group will fit their need.

- I. The sponsoring member will be notified to make arrangements to sit with the prospect and introduce them to the membership. The Membership Officer can also perform this function.
- J. The sponsoring member will contact the Financial Officer to arrange guest seating for the meeting.
- K. Where two or more prospects are interested in the same category and meet the Board's approval, the first prospect to pay will attain the position.

X. Guest Attendance Policies

- A. It is the sponsoring member's responsibility to make sure their guest follows these attendance policies.
- B. The purpose of a guest attending a meeting is so they can assess the value of the leads group for their business, and to be introduced to the membership.
- C. Guests are asked not to conduct a presentation on their business, nor hand out business cards, flyers, or promotional items. Such promotion is a benefit of membership.
- D. Guests are welcome to provide a brief description of their business during the round-table introduction.
- E. Guests are not required to provide leads.

XI. New Member Application Procedures

- A. When a prospect is approved and wishes to join they will make arrangements for payment with the Financial Officer.
- B. The prospect will complete the application form on the website and submit it using the site link which will forward it to the Financial Officer.
- C. Once payment and the application have been received, the Financial Officer will notify the following facilitators:
 - Membership Officer to confirm they are now a member.
 - Administrative Recorder to be added to the roster and group email list.
 - Webmaster to be added to the website.

QUICK REFERENCE

Guidelines for potential leads:

- A new business opening
- Business expanding or moving
- Business shrinking or closing
- New construction
- New business to the area
- Doing business with another club member
- Giving a lead to another member
- Updating a prior lead with new and important information

The following are not considered leads:

- Information from the local paper, journal, TV, radio, or public knowledge
- Information mentioned in previous meetings that does not provide pertinent new information or contacts.

Leads Presentation

Provide your lead(s) verbally to the group. Write your lead on a lead sheet and place in the basket. If you have multiple leads use multiple lead sheets.

If you do not have a lead, put \$1.00 in the basket.

A lead sheet will be drawn each week from the basket and the person giving the lead will receive the non-lead cash.