



## Members in Motion Networking Group Guidelines

The Milford Area Chamber of Commerce is proud to offer **Members in Motion**, a lead referral program featuring two group options to meet the specific needs of the member. **Members in Motion** engage local business owners and employees with the goal to help generate business referrals for others within each group. This system allows for collaboration and support of services between businesses working to establish themselves and/or working to expand their contact base.

The two group options available - Group A and Group B:

- Both incorporate Business-to-Business (B2B) and Business-to-Consumer (B2C)
- Representation is limited to no more than one member from any given industry

To succeed in a Referral Team, you must be a positive and supportive member of the group and a member in good standing with the Milford Area Chamber of Commerce. The cost is \$75.00 a year.

***Applications to join accepted throughout the year!***

### **Guidelines for Referral Team Participation:**

- Participants' business must be a member in good standing with the Milford Chamber of Commerce.
- Seats will be filled on a first-come, first-served basis as applications are received.
- Team members are limited to participation in one of the referral group.
- Attendance is critical to each member of group. When a member cannot attend a meeting, he/she should, in all possible cases, have someone represent him/her at the meeting on behalf of the business. A member may have up to two (2) absences per quarter.
- A participant who knows in advance that they will miss a meeting should notify the MACC and may have a co-worker be a substitute on that occasion. If no co-worker is available, the MACC may fill with an individual from the substitute list.
- A guest may attend no more than two referral meetings. No guest will be guaranteed a seat. Seats will be filled from applications only.
- When there is a classification overlap, applications will be held in the order they were submitted for consideration for future openings.
- Members of the group are expected to enthusiastically provide and receive valid business referrals on a continuing basis to/from other member companies.
- It is in the best interest of both the individual and the group that members' businesses be represented at all meetings. Excessive absences may result in dismissal from the group after review by MACC staff and M-in-M Steering Committee and discussed with the member.
- Respecting the group's time is essential to building a cohesive group. Please arrive at meetings on-time.
- All members must be prepared to give a 120-second self-introduction of themselves and their business.

## Application for Membership

New Leads   New Customers   New Business

Primary Business Category: \_\_\_\_\_

Specific Networking Group Applying to: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position with Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Web Site: \_\_\_\_\_

A good lead for me would be: \_\_\_\_\_

**Entry into a Leads Group:** Subject to approval by the Members in Motion Chair and Co-Chair. Applications are reviewed to confirm Chamber membership, possible overlap of industries, and initial dues computation.

**If your industry is already represented:** A waiting list will be maintained by the MACC Members in Motion Program Coordinator. If a spot becomes open, an officer of the group must check the waiting list kept by the Chamber coordinator for that profession before inviting anyone else to join the group. That person on the waiting list has two weeks to make application to the group before the spot can be offered to anyone else.

### Payment

Upon approval by the Committee and accepted into one of the Leads Groups, you will be notified and invoiced the annual fee of \$75.00. Names of new members will only be added to the group's material after payment is received.



### Networking Group Agreement

Primary Business Category: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Regular attendance is important for the success of the individuals and the group. Please give this group the same time consideration as a business appointment.

Attendance will be kept at each meeting. Members are asked to limit absences to no more than two per quarter or two in a row without prior notification to the MACC or Group Chair. **Please understand, after three absences your profession spot may become open.** Pre-approved or extenuating circumstances will be given separate consideration.

If unable to continue with group for any reason, please contact the MACC's Members in Motion Coordinator or Group Chair.

**I agree to abide by the guidelines of the MACC's Members in Motion group.**

\_\_\_\_\_  
Members in Motion Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Members in Motion Chair Signature

\_\_\_\_\_  
Date

Do you currently belong in another leads referral group?    Yes                      No