

GROWTH

THROUGH

BUSINESS

CONNECTIONS

GTBC

### **Statement of Commitment**

Growth Through Business Connections is a referral group committed to developing personal and professional contacts for the benefit and enrichment of our members. As members of this group we are an extension of each others business. We encourage honesty, integrity and good ethics in all of our business transactions.

#### **Guidelines**

1. GTBC meets every other Thursday morning from 8:00 am to 9:30 am at the Inverness Golf Club, 102 North Roselle Road, Inverness, Illinois, 847/358-2340. During the month of February meetings will be held at various members locations. Business attire (NO DENIM or SHORT SHORTS) is required at all meetings.
2. In order to benefit the entire group, attendance at each referral group meeting is strongly encouraged for all members.
3. Membership shall be limited to one member (or company) from each non-competing industry. There will be no competitive or overlapping industries at the referral group meetings without the approval of the involved members.
4. A member can represent only one industry at the referral group meetings unless several industries are represented under one company.
5. There is a quarterly cost of \$90.00 per attendee per quarter. These dues shall be payable quarterly, in advance, to the treasurer. If another person from the same company attends a meeting, the cost will be \$15.00 per meeting.
6. A potential member may attend 1 meeting at no charge. Each following meeting the potential member will be required to pay \$15.00 to cover expenses. At no later than the 3<sup>rd</sup> meeting, after providing a completed application and payment of dues, the applicant shall be reviewed and if accepted welcomed into the group as a member.
7. If a member fails to attend 2 meetings in a quarter without approval, the member will be contacted to inquire as to the member's intent to remain in the group.
8. Under extraordinary circumstances, a 3 month leave of absence may be taken upon approval of the group. It is the member's responsibility to keep all dues up to date during said leave.
9. Referrals, leads, transactions and attendance can be tracked by individual members for their own use.
10. One-minute introductions will be part of each meeting's agenda. The length of the introduction may vary occasionally based on number of members in attendance. The decision will be made by the Chair. Each member on a rotating basis will give presentations of about 15 minutes in length, including questions. If a member is not able to give a presentation on a given date, it is the responsibility of that member to trade dates with another member.
11. If a member cannot attend a meeting, a substitute representing the member's organization must attend for them.

12. Attendance is assumed, if no one from a member's organization can attend a meeting, notification via cell phone MUST be given to Trish Irwin, 847/687-6504 or email [pmirwin@peoplepc.com](mailto:pmirwin@peoplepc.com) prior to 4 pm on the day preceding the meeting.

13. Officers of the group shall be as follows:

**Current Positions**

<b>Title</b>	<b>Held by</b>	<b>Description</b>
Chair	Gayle Davis	Duties are to run the meetings, represent the Group, and enforce the guidelines.
Vice Chair	Ken Brown	Duties are to run the meetings in the absence of the chair.
Treasurer	Regine Sladcik	Duties are to collect dues, pay outstanding Invoices, and report on finances quarterly. Run the meetings in the absence of the chair and vice chair.
Secretary	Trish Irwin	Schedule presentation speakers 2 months ahead, print and email all. Give attendance. Call club with reservations. Update guidelines as necessary. Take notes at meetings.
Attendance Secretary	Jackie DeBoer	Duties are to take attendance.
Member Relations	Diane Pellettieri	Duties are to have all materials on computer files and print out sets to create our welcome folder for new members. Also to be a back up source to new members as needed.

14. Additional products that a member may represent may be displayed on a separate table during business meetings.

15. Any changes or additions to the above guidelines must be presented to the members or GTBC and voted upon.

16. Guidelines will be reviewed annually in October, or as needed. These guidelines have been approved by G.T.B.C. as of April 2, 2009.