

10/4/2013

LBN NEW MEMBER APPLICATION

Includes LBN Policies (5 pages total)

Date: _____

Applicant's Name: _____

Business Name: _____

Contact Information:

Business Phone #: _____ Cell Phone #: _____ Fax #: _____

Email: _____

Business Address: _____

Website: _____

Member Fee: Annual \$375 (Fee is \$275 When Renewing)

Paid by Cheque Number: _____

(Please cheque payable to "London Leaders Circle" -\$50 fee if NSF)

Name of Current LBN Member who invited you: _____

Occupation/Business Seat Applied For: _____

1. Describe your Product or Service – Please be detailed.
2. Describe your work experience in your field/occupation – Please elaborate.
3. Describe your educational background in your field/occupation, including degrees, licenses or credentials required to perform your job.
4. Is the occupation under which you are applying for membership, a full or part-time occupation?
5. How long have you been with the company you are currently representing?

LBN Participation questions

1. Do you belong to other networking groups or organizations? _____
If yes, please list them:
2. Outline any leadership roles you have taken on in other organizations past or present.
3. What is your ability to bring qualified referrals or visitors to our group?

10/4/2013

Applicant's Name: _____

(2nd page of application)

4. Other than providing the business services you offer, how else would you expect to contribute to the chapter?

5. Are you able to commit to arriving on time and staying throughout the full meeting? _____

6. Are you willing to comply with our policies and procedures? _____

7. Will you find and use a substitute person to attend our meeting when you are not able to? _____

8. There are a number of Leadership Team positions. After 6 months of membership, members are expected to take an **active leadership role** in the group. There are a number of leadership positions which include: President, Vice President, Secretary, Treasurer, Membership Committee, Mentor, Event Coordinator, Education Coordinator Marketing Committee, Website Coordinator. As well, members can volunteer to help with **special projects** that come up.

Business References (2) – Please do NOT include any current members of LBN.

1. Name: _____ Position: _____

Business Name: _____ Phone: _____

Describe your business relationship: _____

2. Name: _____ Position: _____

Business Name: _____ Phone: _____

Describe your business relationship: _____

Please list any current members of LBN that you know – (This includes the person who invited you, anyone you've done business with, anyone you know personally or have had interactions with prior to introduction to LBN.) _____

LBN members will always deal with one another and with any referrals given in an ethical and supportive manner, providing prompt quality service.

*Before signing below, I have received and **have READ** all 3 attached pages of LBN Policies. **If accepted to LBN, I agree to abide by these LBN Policies.***

Applicant's Signature: _____ **Date:** _____

LBN POLICIES (3 pages)

Part 1: Matters Regarding Joining and Remaining in the Group

1. **Only one person from each profession or business is permitted** to be part of the group. Any members seeing potential classification conflicts with potential members should bring those to the attention of the Membership Team as soon as possible. This team will make the final decision.
2. Members must represent their **primary occupation** and not a part-time business.
3. Any multi-level marketing company representatives must represent their products and /or services and **not recruit for the business opportunity component** of their company during the meetings.
4. Members who wish to **change their classification must submit a new membership application and get approval** from the Membership Team for the classification change.
5. **Renewing members will need to submit a renewal application** when their membership becomes due. There will be a review of the member's participation before renewal is approved by the Membership Committee.
6. **A member cannot belong to any other group that allows only one person per profession and whose primary purpose is to pass referrals to one another.** This will ensure committed members whose efforts and contributions are not diluted!
7. All Members must comply with all LBN Policies. They must also comply with any professional standards that are part of the formal code of conduct for their profession if applicable and any applicable current provincial or national laws regarding personal conduct and business practices.
8. In the case of complaints or problems with a member, the Leadership Team may put a member on probation relating to the **member's business practices, ethics, conduct or commitment to the group.** Alternatively, memberships may be revoked or renewals not approved for failure to comply with the policies of the group. Such decisions are in the sole discretion of the Leadership Executive and Membership Committee and may occur with or without prior probation.

Part 2: Participation Guidelines

9. The weekly meetings last for 90 minutes (11:30 am- 1:00 pm). Members need to **arrive on time and stay for the entire meeting.** Members should vary where they sit and beside whom they sit in order to increase the chances of sitting next to visitors and in order to get to know other members even better.
10. New members (including those whose business is not new to LBN but who are new to the group) must participate in a New Member Orientation with the Mentor within the first 2 weeks.
11. A member is allowed **no more than three absences every six months.** After three absences, the member is subject to removal by the Leadership Team. A warning will be issued after the second absence. When a member cannot attend, he/she should send a substitute to the meeting. This will not count as an absence. **Substitutes can give referrals that will be credited to the member.**

12. Members are required to bring referrals and/or visitors to the meetings. **The target number is a minimum of 4 referrals and/or visitors per month. We also keep track of Business to Business Meetings amongst members (B2B) and include those in the data as participation.**

13. Every member will have the opportunity to do a 6 minute presentation highlighting more details about their business at regular intervals throughout the year. Speakers must bring a door prize usually in the \$20-25 range. **Only members** bringing a visitor or a referral to another member (not a visitor) are eligible for the door prize.

14. All membership lists are for the purpose of “giving” referrals and important member to member information. The member lists are not to be passed out and used for other mailings without prior approval.

15. **Any member that is having difficulty or has any concerns** regarding their participation in the group or the group in general is invited to approach (**outside of the formal meeting**) a member of the Membership Committee or someone else from the Leadership Team if it seems more appropriate. Members are encouraged to not let any concerns build up. The LBN Leadership Team will do their best to provide help and to address all concerns.

Part 3: Visitors

16. **Visitors may attend meetings up to two times in total** before they submit an application. They should not attend any more than 2 meetings until they are accepted or unless the membership team previously gives permission.

17. **LBN pays for the lunch of FIRST TIME VISITORS who are potential members** (i.e. do not conflict with current member classification and do not belong to another referral group that allows only one person per profession). 2nd lunch is paid by inviting member or the visitor.

18. It is recommended **not to give referrals to Visitors in anticipation** of them becoming members - wait until they are accepted. Referrals to visitors do not count as referrals given, though referrals from visitors do count as referrals received by the member.

19. Any member is invited to give testimonials and insights into any direct experiences they have had with any visitors who have put in applications. This information can be helpful in making decisions by the membership committee.

Part 3: Membership Fees

20. The Membership Fee has 2 purposes:

a) It **signifies commitment to LBN.**

b) It is **used for marketing our LBN group in general and for equitably marketing the LBN individual businesses within the group.** There is a procedure in place for recommending how money should be spent and for approval of those expenditures. Everyone is welcome to give ideas but all ideas are channeled through the **Marketing Committee.**

21. Upon acceptance into the group **fees are non-refundable**. Fees cannot be transferred from one member to another unless they are from the same company.

22. **Membership fees must be paid in full before meetings can be attended as a member**. One NSF cheque will be counted as non-payment and membership would be suspended until payment is made. Any repeated NSF cheques may be considered a reason for removal from the group or for not approving the renewal of a member.

23. The lunches are billed quarterly in advance. The amount billed includes soup or salad, one soft drink or coffee/tea, tax and tip. There is no credit for missed lunches. This amount will be used for the substitute's meal or to cover the lunches of any qualifying **first-time** visitors.

Part 4: Leadership and Development of the Group

24. **All members should be considering ways in which they can serve the group as a whole either in a leadership role or by participating in a special project**. Leadership Team meetings are normally the first Wednesday of each month at 10:30 am (just before the luncheon meeting).

25. **Leadership Positions include: President** (Runs meeting, decides on other leadership positions, facilitates decision-making, organizes communication), **Vice-President**(Tracks Referral/Visitor/B2B Stats, Fills in for President, Heads Membership Committee), **Treasurer** (Money Management/New & Renewing Member Announcements), **Secretary** (Speaker Roster & Time Keeping), **Membership Committee** (Screens New & Renewing Members, Informs Group of What Categories Still Needed, Deals with complaints, Follows up with Visitors), **Mentor** (orients new members), **Visitor Hosts** (Greets Visitors/Answers Questions/Follows up with Visitors), **Education Coordinator** (Gives encouragement and education regarding networking and business practices), **Events Coordinator** (Organizes special events like Christmas Party, etc), **Marketing Committee** (Makes Marketing and Design Recommendations for promoting the group and facilitating members ability to refer to one another), **Web Site Maintenance** (hosting, updating, adding/deleting information).

26. **The President, Vice-President, and Treasurer are executive positions** where remuneration for greater responsibility, time commitment, and record keeping is done by suspending the requirement to pay the one year membership fee while holding those positions. It is recommended that there be a different President each year (April 1 to March 31st) The President normally chooses a new Vice-President (and possibly Treasurer). This Executive Team then decides who in turn will choose the rest of the Leadership Team.

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