



San Mateo Chamber of Commerce

BUSINESS REFERRAL NETWORK

Mission Statement

To provide a weekly forum for the San Mateo Chamber members to enhance their businesses by building strong relationships through communication or exchange of leads, referrals, and information.

I. Group Policies

- A. There will be no more than thirty (30) non-competing businesses in each BRN group.
- B. A firm may join no more than two (2) groups, with a different representative in each.
- C. The representative from each firm must be "permanent," with one (1) representative per company, per group. Substitutions subject to approval by respective BRN Executive Committee due to extenuating circumstances.
- D. A prospective member may visit each BRN no more than two (2) times, and *ONLY* at the approval of the chair, or his/her designated representative. The prospective BRN member need not necessarily be a current member of the Chamber.
- E. Meeting location is at the discretion of the individual BRN group.
- F. Any member may visit another BRN group twice a year to get fresh ideas, and to assist in furthering communication among groups.
- G. A Chamber representative will preside at each BRN group.
- H. The inception of subsequent BRN groups will require fifteen (15) applied members of non-competing industries.

II. Membership Policies

- A. Applications must be processed and approved by the Chair, or his/her designated representative. Restrictions may apply at the discretion of the Executive Committee. All applicants must be members in good standing with the Chamber.
- B. New BRN members will receive an outline of the Business Referral Network guidelines, along with an application to be signed and returned with the initiation fee. Once accepted, fees and dues are non-refundable.
- C. **Regular attendance is required, allowing no more than a total of three (3) unexcused absences quarterly and no more than five (5) TOTAL absences quarterly, either excused or unexcused. No more than (5) tardies in a quarter are allowed, regardless of attendance records. (Exceptions to the attendance policy (i.e., illness, leave of absence, etc.) may be approved by the Chair with group consent).**
- D. **Full participation in bringing "leads and/or referrals" to exchange is required, but quotas or limits are up to the individual group.**

III. Officers & Responsibilities

Chair Person

- Responsible for conducting *weekly* meeting.
- Delegates responsibilities to co-chair and other members as needed, including coordinating meeting details with restaurant / facility.

Co-chair*

- Presides over meetings in Chair's absence or when necessary.
- Assist in any other support functions when needed.

Membership/Treasurer

- Keeps records of attendance, forwards information to Chamber. Verifies Chamber membership. With Chair and Co-chair helps create or arrange for group brochure.

Leads / Referrals

- Monitors, tracks and defines leads and/or referrals.

Group Greeter

- Welcome guests, and greet members.

*One or more of these positions may be combined, and handled by an individual member at the discretion of the Chair.

Election of Officers

- The Chair Person and other officers of the BRN Groups are chosen by the membership of that group. Term service is one (1) year. Officers will be reviewed in November of each year, and either replaced or renewed for a second year at the consent of the individual officer, and the majority of the members in good standing.
- Any Chair, Co-chair, or other officer may resign at any time, without cause, and be replaced by an individual chosen by the group for the remainder of the term.
- Any Chair or other officer may be removed, for cause, by a two-thirds majority vote of the members in good standing.
- All elections, or other actions taken, must be preceded, in writing, by a notification to all members, no less than thirty (30) days prior to the action. Voting may be done by either open, or secret ballot at the discretion of the group.