NOON NETWORKERS | GUIDELINES

A brief OVERVIEW of NOON NETWORKERS Guidelines & Membership Policies

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1. Noon Networkers Mission Statement

Noon Networkers is a Business Networking organization whose members are dedicated to serving and supporting fellow members by growing their businesses together through an intentional referrals program, building relationships, training future leaders, inspiring community involvement, and most importantly - having fun.

2. How the Noon Networkers Group Works

The Noon Networkers are a group of Business people who join together in an intentional referral program according to the Noon Networkers Guidelines. The group officially operates from January 1 to December 31 of each year. The Noon Networkers group is based on trust, commitment and referrals. A successful Group has committed members who attend meetings regularly, develop trusting and professional business relationships, and pass quality business referrals. It is normal for new members not to receive referrals immediately, since it takes time to convey your company's needs, and educate fellow members how to identify your potential customers. It also takes time for your group members to understand and trust your product and service. It is important for you to effectively convey your needs to the group members so you can receive quality referrals. Likewise, offering quality referrals to your group members develops and strengthens your position in the group.

3. Noon Networkers Membership

A member can be ANY representative of a local business or organization! We only allow (1) member from each industry or business category, so as long as your category isn't already filled in our group, WE WANT YOU as a member!

4. A Conflict of Business Interest

Noon Networkers members must promote what generates the bulk of (or at least 70 percent of) their business or industry. Each member has a designated industry / category. A conflict may occur when a new member wants to join a group and has an overlapping industry or focus area in that industry. The new member may not be allowed* to join the group if there is a conflict of industry with someone already in the group. (* Exceptions can apply if the existing member is occupying multiple sub-categories of a particular industry. In that case, the existing member may be asked to choose which sub-category they want to represent, and the remainder sub-categories can be offered to the new member).

5. Amendments and Changes to Guidelines

At the beginning of each calendar year, the new Noon Networkers Leadership Team will will meet to review the Group Guidelines and discuss any amendments or changes (i.e. changes to Annual Fees, changes to the Meeting Agenda, etc...) It is the Leadership Team's responsibility to shepherd the group's growth and progress, as well as seek advice and suggestions from members on how to make Noon Networkers better. Any changes to the guidelines must be presented to the group for discussion, and enacted with a simple majority vote.

6. Group Leadership

The Leadership team consists of a Moderator, Assistant Moderator, Secretary, Treasurer, Education Coordinator, Membership Committee, Events Planner and several Visitor Hosts who will conduct and lead the meetings for a period of one year. Terms will run from January 1 to December 31 of each year. Each Leadership position has individual tasks and responsibilities which must be carried out on a weekly, monthly, or annual basis. (See the separate "Leadership Descriptions" document, posted in our Group Binder and on our website, for a full description of Leadership Roles and Responsibilites.) Generally, the

Leadership Team works together to maintain the growth, health, and professional atmosphere necessary to build strong personal and business relationships.

7. How to Join Noon Networkers

1) Please view both our **WANTED LIST** and **GROUP DIRECTORY** (on our website NoonNetworkers.com) to see if we have an opening in your industry or business category.
2) **ATTEND** a meeting and see if the time, place, membership, and atmosphere of our group is a good fit for you and your business.
3) **READ** our Group Guidelines and understand your responsibilities and commitments as a member.
4) **FIND** a current member who is willing to sponsor you.
5) **FILL OUT** our Online Membership Application.
6) **WAIT** for a member of our Membership Team to contact you, and schedule a Membership Interview.
7) **AFTER** your interview, you will be informed whether you have been accepted in the group.
8) **PAY** your Annual Membership Fee to our Group Treasurer (see pro-rated fee schedule on our website).
9) **ENJOY** the benefits of membership and HAVE LOTS OF FUN!

8. Meetings

Noon Networkers Meetings are held every Thursday from 11:30am to 1pm at the designated meeting place. A couple of meetings every year are skipped due to close proximity to major holidays (like Thanksgiving & Christmas). The official group calendar and meeting schedule will be created at the beginning of each year by the new Leadership Team, and will be posted the offical Meeting Binder and on our website. Every meeting must follow the official Meeting Agenda. (See the separate "Meeting Agenda" document, posted in our Group Binder and on our website.)

9. Attendance Policy

Attendance is critical and mandatory in a referral Group. Prompt and regular attendance shows your commitment to your fellow members. If you cannot attend a meeting, you are expected to have a substitute. Substitutes can be ANY person (not just someone from your own business) who is willing to attend our meeting and participate as your representative. The Secretary takes attendance at each meeting. If you are unable to attend a meeting, and are unable to secure a substitute, it's your responsibility to contact someone from the Leadership Team to notify them of your absence, and it's reason. Noon Networkers requests that you voluntary withdraw from the group if you cannot meet the attendance policy or other requirements. The Noon Networkers may dismiss a member due to excessive absenteeism. Please contact your Moderator if you need to withdraw from the group.

10. Group Participation & Tracking

Beyond attendance, our group tracks (through our website) individual member participation such as: Referrals Given and Received, #'s of Visitors Invited, Closed Business, 1-2-1's Attended, etc... Participation in these activities are absolutely VITAL to the growth and success of both our group and it's members. Participation goals will be set by the Leadership Team to encourage teamwork, responsibility, and accountability amoung all members. Annual awards will be presented to the top group participants in each category, based on a Calendar year of January through December.

11. 1-2-1 Meetings

1-2-1's are Member-to-Member meetings. These meetings are designed to be a minimum one hour meeting between members with the purpose of introducing the products and services of each member and creating a strategy on how they can help each other through direct referrals. It is recommended that members schedule (at least) one 1-2-1 per month.

12. Referrals

Quality referrals are essential to maintaining a quality referral group. The following are some different types of referrals that can be passed:
▪ **Inside Referral**: A referral given from YOU to another member of the group, for products or services that YOU personally need, for yourself or your business. (a.k.a. a **TIER 1 Referral**)
▪ **Outside Referral**: A referral given by YOU to another member of the group, for products or services that someone other than you needs. (a.k.a. a TIER 2 Referral
▪ **TIER 3 Referral**: When a client who was referred to you by someone in our group, refers you to someone they know outside of the group.
▪ **Tier 4 Referral**: When a client who was referred to you - by a client who was themselves referred to you by someone in our group - refers you to someone else.

Referrals may be obtained anywhere, such as social or business functions, family events, luncheons, seminars, or even from your own clients. Referrals can be passed among group members at group meetings or outside the scheduled meeting time. Referrals will be recorded for award and goal tracking purposes. Group members are encouraged to pass at least (1) referral per week.

13. Visitors and Guests

Guests or visitors are encouraged to attend a Noon Networkers meeting. Guests may attend at the invitation of a current group member. Visitors and guests are welcome to pass and receive referrals but we ask that they not put their business cards in the group card binder. Visitors and guests may join a group if they:
a. Are selected by the Noon Networkers Group Membership Committee.
b. There is no conflict of industry
c. The Noon Networkers fee has been paid, and they have agreed to the guidelines and objectives.
Group members are encouraged to invite (1) Visitor a month to a meeting.

14. Closed Business

Closed Business is what happens at the end of a successful business referral. The referred client / customer will purchase one of your products or services. We encourage our members to record these sales (through our website) to acknowledge and thank the group member who sent you the referral. Sharing our successes inspires all members to be better.

15. Member Agreement

All Noon Networkers Members must sign their Application / Agreement, signifying that they agree and understand the guidelines and objectives of Noon Networkers.

16. Accounting

Accounting of the Noon Networkers groups will be the responsibility of the group Treasurer. All dues and expenses will be deposited in our bank account to be used for group expenses throughout the year. The Leadership Team will assess and vote on any expenses to paid out of the group account, like group parties and events, meeting supplies, etc...

17. Membership Fee

Membership fees will be as follows: $120 per Year. The Membership period will run from January 1 to December 31 of the each year. Memberships can begin at any time of the year with a pro-rated fee of $10 per month (not to exceed $120) to the end of each year. (See full pro-rated membership fee schedule on our website.) All memberships fees must be payable to "Noon Networkers".

18. Noon Networkers Waiting List

If there are no openings for a particular classification in the Noon Networkers group, the perspective member will be placed on the official Noon Networkers Waiting List. When a classification becomes open, the group's Membership Committe will consult the Waiting List and invite perspective members from that classification to visit and apply for membership before accepting and initiating new applicants for the position. If multiple applicants apply for the same classification, the Membership Committee will either: 1) determine if the classification can be broken into multiple sub-categories and thereby accept multiple new members, or 2) conduct Membership Interviews to determine which candidate will be a good fit for the group.

19. Noon Networkers Documents

List of all official documents* which help with the day-to-day business of the Noon Networkers.

*Official documents can only be amended with a majority vote of current Leadership Team approval.

a. Noon Networkers Guidelines
This document which outlines the basic guidelines and procedures for all the Noon Networkers groups..

b. Meeting Agenda
The approved agenda for all Noon Networkers meetings.

c. Attendance Sheet
Helps Moderator keep track of weekly attendance.

d. Group Roster
Sheet containing all the contact info of a group's members for members and visitors to take with them after a meeting.

e. Leadership Descriptions
Descriptions of all the Leadership Roles and responsibilities within a Noon Networkers group.

f. Industry Classifications
Common list of classifications and sub-classifications that can be found in a Noon Networkers group.