



# R.E.F.E.R.

## MEMBER COMMITMENT

I, \_\_\_\_\_, do hereby agree, acknowledge and commit to the following as a R.E.F.E.R. Member:

### **Core Values**

- o R = Real Referrals
- o E = Energized Leadership
- o F = Focused Connections
- o E = Empowering Education
- o R = Revive your business and life

### **Mission Statement**

Our mission is to build relationships among business professionals that lead to increased referrals and overall growth in business and life.

### **Vision Statement**

Our vision is to grow together by offering real referrals, energizing our leadership skills, experiencing focused connections, and receiving education and training that empowers us to take our business and our lives to the next level. Working together, we will revive every member's business and their life.

### **Meetings**

Our meetings are held each Wednesday starting at 8am and ending at 9am. I understand I will make every effort to attend each meeting and to be on time. If I am unable to attend for any reason, I agree to post on the private membership Facebook page that I will be absent. If I choose, I will send a representative to attend in my absence.

### **Meeting Structure**

#### *First meeting of the month:*

\*20-minute presentation from a speaker of a community-based group or a business that will help members improve their businesses

\*Elevator Speech introductions

#### *Second meeting of the month:*

\*Training (usually presented by a Member)

\*30-second introductions

Third meeting of the month:

- \*30-second introductions
- \*20-minute Member Showcase
- \*Face-to-Face meetings

Fourth meeting of the month:

- \*30-second introductions
- \*One 20-minute or two 10-minute Member Showcases
- \*Work on progress of our membership recruitment

**Membership Fees**

Our membership fees are paid semi-annually or annually, whichever you choose. The fees are \$120 for 6 months and \$240 for 12 months. When I join, I understand that these fees will be pro-rated for the months that are remaining in the calendar year. I understand there are no refunds for membership fees. It is my understanding that these funds will be used to support the group's objectives.

**Exclusivity**

I understand my business will have exclusivity unless I do not attend 4 consecutive meetings, at which time I will no longer have exclusivity. If there is a member who has a similar business, I understand that R.E.F.E.R. will ask for my blessing before signing up that business as a Member.

**Officers and Committees**

The first of each year there will be an election for new officers & committees. The planning committee will present a ballot with members' names who communicated to the committee their interest in serving. There will also be a space in which members can write in a candidate. The ballot will be presented and votes calculated by the planning committee no later than the last meeting in January.

**President**

The President will lead each meeting, keeping our time together productive and timely. The President will also send reminder text messages to the members when needed.

**Vice President**

When the President is unable to attend, the Vice President will be the alternate person to lead the meeting, keeping our time together productive and timely when the President is unable to attend.

**Secretary**

The Secretary will take notes at each meeting. The Secretary will read minutes from the previous meeting at each meeting, as well as post on the Private Facebook page. The Vice President will be the alternate person who will handle

these responsibilities when the Secretary is unable to attend. The Secretary will be the keeper of the binder with members' business cards and attendance records, bringing these to each meeting.

### **Treasurer**

The Treasurer will collect membership fees and deposit them into an account. The Treasurer will give the membership a financial report on the 4th meeting of each month. This report will include:

- Starting balance
- Expenses Paid
- Ending balance
- List of expenditures to be paid
- An estimate of how many Referrals we had the previous month
- Issue Referral checks and distribute

Treasurer will issue a check to our first of the month Guest Speakers if they are representing a non-profit organization. If the Guest Speaker is from a for profit company, there will not be checks issued. This check should be presented at the end of their presentation.

### **Planning Committee**

There will be a planning committee that will meet once per quarter. They will be responsible for putting the quarterly calendars together and circulating them to each member. They will be responsible to schedule, communicate and delegate the Guest Speaker and Member Showcase dates. They will be responsible to gather ideas from the Members for trainings, speakers, etc. The Committee consists of the Officers and the Committee leader.

### **Membership Committee**

This committee is responsible for keeping the group focused on referrals by recruiting new members and follow-up on all potential members and guests.

Other Responsibilities:

- Send thank you note to our Speakers
- Distribute via email the Membership information packet
- Follow up with all guests to determine if they would like to join
- Communicate with Treasurer so invoicing can be given to new members and fees collected
- Keep Membership lists updated with correct contact information, including maintenance of the private Facebook page

### **Marketing Committee**

This committee is responsible for marketing to our members and to the public through Facebook and Instagram. Suggestions:

- Post at least once a week on the private Facebook membership page
- Post no less than 3 times a week on the public Facebook page
- Post once a week featuring a member's business

- Photograph images as needed for both pages
- Announce on public and private page who our Guest Speaker will be

### **Social Events**

- Once a quarter we will meet socially (when this is scheduled, there will not be a meeting that week)
- The members determine what they would like to do for these gatherings

### **Member Benefits:**

- Networking with top owners and managers of Siouxland businesses
- Exposure through our Facebook page and Website (when finished)
- Support of each other's businesses through Referrals
- Exclusivity of member's business (unless agreed to otherwise)
- Mentoring of each other and our businesses
- All referrals who join R.E.F.E.R., the member referring the new member will receive \$20 referral fee once the new member's fees are paid

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

Referred by: \_\_\_\_\_  
(Write in member who referred you to R.E.F.E.R.)

### **Your Contact Information**

Please attach your business card, if possible.

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

Phone Number: \_\_\_\_\_

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

Facebook name: \_\_\_\_\_

Physical address: \_\_\_\_\_