

West Orange Chamber Leads Groups Policies and Procedures

BACKGROUND

The West Orange Chamber currently has two (3) leads groups. As needed, additional leads groups will be added. The following policies and procedures were agreed to by the Small Business Development Team on October 4, 2005 for the weekly and bi-weekly groups. In 2006, a monthly leads group, called Lead n' Feed was implemented.

POLICIES AND PROCEDURES (Effective 4/1/06) for Tuesday and Wednesday Groups

- All members of a leads group must be filled by West Orange Chamber members.
- Non-Chamber members may attend three (3) meetings that must be consecutive. If they do not join the Chamber after attending three (3) meetings, they will not be invited to attend future meetings.
- Members may only belong to one weekly or bi-weekly Chamber Leads group at a time.
- If a Chamber member in the same category of a Non-Chamber member wants to join a leads group that the Non-Chamber member has been attending, the Non-Chamber member will not be able to attend future meetings in that leads group. This rule applies even if the Non-Chamber member has not attended three (3) consecutive meetings.
- **Leads may be given to non-chamber members in these two leads groups since only one business per industry is permitted.**
- **Only Chamber members will be permitted to make presentations at a Leads group function.**

POLICIES AND PROCEDURES (Effective 11/9/06) for Lead n' Feed

- **Members may participate in Lead n' Feed and a weekly or bi-weekly leads group.**
- **Three businesses from each industry may attend these monthly luncheons.**
- **Non-chamber members may attend one luncheon before joining the chamber but may not receive leads.**
- **A Chamber team member will review the list of attendees prior to the luncheon and introduce the non-chamber members only.**
- **Only Chamber members will be permitted to make presentation at a Leads group function.**

WEST ORANGE CHAMBER STAFF SUPPORT

- Chamber staff will provide prospective members with Chamber investment and membership information.
- Issues that arise in the leads groups, which are not quickly resolved to everyone's satisfaction, will be turned over to the Chamber staff for resolution.