



Lewisville-Clemmons Chamber of Commerce

Leads Group Policies for Group Members

Updated September 13, 2024

Leads Groups are the heartbeat of the Chamber! The meetings are full of energetic and committed professionals who support one another, build connections, make referrals, and foster a sense of community within the Chamber's business community!

Leads Groups are a no-cost benefit to our members, but there are policies:

- **Leads Group seats are based on industry;** membership to a Leads Group must be requested via the Member Request Form.
 - NOTE: Seat availability is subject to availability; the application form is time stamped to ensure it is first-come, first-served.
 - Chamber Members may hold seats in more than one Leads Groups with the understanding that if a similar business requests membership, they must be prepared to forfeit seat(s) in order to allow another business to participate.
- Certain categories, including, but not limited to insurance, real estate, promotions, HR, etc., may be "divided" into **niched seats**.
 - Participants should work with their group leadership to ensure they know which "seat / category" they hold.
 - Leads Group members can only represent the category for which they are a group member.
 - Participants may only represent the seat they are holding.
- Chamber Members who wish to join a Leads Group must be in **good standing** with the Lewisville-Clemmons Chamber of Commerce.
- If a seat is filled, a business may request to be placed on a **waiting list**, but they must maintain membership in order to remain on the waiting list.
- **The seat is owned by the Member (business).** While other representatives may attend on behalf of the business, a consistent representative will help establish relationships. For the sake of attendance, the business is counted present, whether the regular representative is present or a substitute is sent.
- If a Chamber Member must be absent, they may send a representative for their business as a **substitute**. Communication with the group leader of anticipated substitutions is highly encouraged.
 - In the event that a business does not have employees, they may send a trusted representative or ask a fellow member of the group to represent them.
 - Substitutions should be the exception, not the rule. Substitutions are reviewed and monitored by the Leads Group Leadership team, with support from the VP of Networking and the Executive Director of the LCCC.



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- Chamber Members who fail to **attend** a Leads Group for four (4) consecutive weeks, or less than 60% during a three-month period, will forfeit their seat. Attendance is monitored on a rolling quarter.
- **Late arrival** is distracting and disruptive. Group members are expected to arrive on time. Attendees must attend 45 minutes of the meeting to be counted present. Excessive tardies may be grounds for removal from the Leads Group.
- In the event that the Chamber hosts an **overlapping event**, members who participate in the Chamber event will not be penalized as absent from their Leads Group.
- If a member falls **out of attendance compliance**, they will be removed from the group and group communication; they must wait 90 days to reapply for the seat and are subject to seat availability.
- If an individual **changes employers**, they must re-apply for the seat and their new employer must be a member of the Lewisville-Clemmons Chamber of Commerce.
- **Visitors** may attend two meetings before joining the Chamber / applying for a seat for the group. Visitors may attend these meetings whether the seat is held or not.
- **Leadership** of the Leads Group is voluntary. Annual nominations begin in October and voting for leadership must be complete by end of November.
- Leads Groups **track** three things:
 - **One-to-One** meetings with ANY member within the Lewisville-Clemmons Chamber of Commerce.
 - **Closed business** is reported by the person receiving the money in the transaction. No dollar amounts should be disclosed.
 - **Referrals** to ANYONE in the Chamber are reported by the person who GIVES the referral.
- The Chamber is **not responsible** for products or services offered between members, nor is the Chamber responsible for any customer service matters, issues, or disputes.
- Other **rules** may apply.