

**MILPITAS CHAMBER OF COMMERCE
CONNECTION CLUB MEMBERSHIP GUIDELINES**

MEMBERSHIP:

1. Connection Club members shall be Milpitas Chamber of Commerce members in good standing.
2. The Connection Club will be lead by a Chairperson, a Vice Chairperson, and Milpitas Chamber staff liaison. Club members on an annual basis concurrent with Milpitas Board elections/installments.
3. Any potential conflicts or business prospects that would exceed the two “like” business limit will be reviewed by the Connection Club Chair and a determination will be made. Existing members who would be potentially affected will be contacted.
4. Meeting locations will be held at Milpitas Chamber member businesses only, and will be scheduled and promoted at least one month in advance.
5. If you are unable to attend a meeting, then please notify the Milpitas Chamber office. If you are absent two months in a row, then you will be contacted regarding your group membership.
6. Guests/new member prospects are encouraged to attend. Guests are not eligible to solicit leads or contact information at that meeting. If guests would like to enroll then they may register afterwards. Guests are allowed a maximum of two meetings then enrollment is mandatory.
7. Initial registration into the Connection Club can be conducted by the Chair or by the Milpitas Chamber office staff.
8. Once the business portion of the meeting has started, late arrivals will not be granted privilege of the 30-second introduction.
9. Members may have one colleague join them, or represent them, each meeting. Example: a husband/wife team who run a sandwich shop may both attend a meeting. If one could not attend a meeting, the other may do so.
10. Membership dues for the Connection Club (in addition to the Chamber membership) are \$55 to join with annual \$25 renewal fee. No refunds

AGENDA GUIDELINES:

1. Start lunch at 11:30am. Those who can attend or who would like to network before the meeting are encouraged to do so.
2. 12:00 pm: Call to order. Start by 12:05 pm
3. 30-second introductions of members only.

Agenda may include: featured or guest speaker, business and exchange, acknowledgements of referrals given, group businesses, financial introductions.

Note: Special guest speaker announcement to be advertised to Chamber members per agreement with chair and Milpitas Chamber CEO.

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OFFICER RESPONSIBILITIES:

CHAIR-

- Responsible for conducting each meeting & coordinates monthly meeting with facility.
- Identify and coordinate responsibilities with co-chairs and other members.
- Obtain the guest speaker(s).
- Prepare monthly agenda and provide copies for each meeting.
- Provides enrollment and renewals to chamber staff.
- Distribute guidelines and enrollment forms to prospective members.

VICE CHAIR-

- Substitute for Chair when necessary.
- Assist in any support functions requested by Chair.
- Assist in obtaining guest speaker(s).

MEMBERSHIP CHAIR-

- Record attendance at meetings and report to the Chamber.
- Track guests
- Keep a current database of members in good standing and members who are out of compliance
- Work with Chair and Vice Chair on contacting potential new members
- Keep lists of applicants waiting for a vacant position, send report to Chair and Chamber.
- Distributes guidelines and enrollment forms to new members
- Order name badges from Chamber
- Notify the Chamber office of new members

CHAMBER STAFF-

- Set/confirm meeting agendas with Chair and Vice Chair.
- Verify chamber membership of Connection members

MEMBERSHIP APPLICATION
CONNECTION CLUB

\$ _____

Date _____

Business/Organization _____ Type of Business _____

Contact Name _____ Title _____

Street Address _____

City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Business Telephone _____ Fax _____

Website _____ Email _____

Good For One Year From _____ to _____

Payment Options: Cash, Check or Credit Card

Credit Card # _____ Expiration Date _____ Sec.# _____

Signature _____

Submit Application to: Milpitas Chamber of Commerce, 828 N. Hillview Dr., Milpitas, CA 95035