
Trusted Networking Advisors

POLICIES AND PROCEDURES

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- A. Memberships in other referral and/or lead groups are prohibited. These include such organized groups as the Sycamore Chamber Leads Group, DeKalb Referral Group, BNI, and other groups who's purpose is to provide referrals. Note that many of these groups offer:
 - 1. The stated purpose of the group is to provide referrals.
 - 2. The group has an exclusivity premise per profession.

- B. All members must be employed in a position in the discipline of their classification.

- C. We ask members to refrain from promotion of additional business/classifications unless discussed in advance and reviewed with the BOD (Board of Directors). Members are expected to be self aware of conflicts such as marketing materials and promotion of a classification other than their own.

- D. Guests/New applications:
 - 1. Information about a guest should be provided to the BOD minimally within the week prior to the guest's attendance at a meeting so that the BOD can review any potential overlap conflicts.
 - 2. Guests/visitors may attend meetings twice before submitting an application. We ask if they need more time to consider membership that they speak to a member of the BOD before attending a third meeting.
 - 3. Applicants must submit the following to the membership committee
 - a. Formal application
 - b. An updated résumé
 - c. Paragraph explaining why they would be an asset to the group
 - d. Two professional references in addition to their TNA contact
 - 4. At least one member from the BOD will visit company before acceptance into the group.
 - 5. BOD will review all applications the third Tuesday of each month.
 - 6. Guests/new applicants will be eligible to present their business for the member spotlight only after formal acceptance into TNA.

- E. Classification change/termination of membership
 - 1. Members wishing to change their classification must reapply for any open position
 - a. All applications for an open position will be reviewed as they come in.
 - b. No classifications will be held for or promised to any current or potential members.
 - 2. BOD will discuss all classification changes the third Tuesday of the month.
 - 3. If a member leaves TNA, the member and company terminate membership.
 - a. The company may apply with a new representative if they wish, and must submit new application, resume, references and dues.
 - b. The member may also reapply independently or with a new company, including dues.
 - c. Dues will not be refunded for any reason, however the BOD at its discretion may consider special circumstances.

(more)



F. Attendance:

1. Regular and prompt attendance is expected of each member. Representation of each discipline at every meeting is imperative to the business network we have formed. A substitute may attend in your place intermittently if necessary.
2. Excess of four absences in a six-month period will result in evaluation by the BOD and MC (Membership Committee).
 - a. May result in probation: When on probation, not more than one meeting can be missed in the next three months.
 - b. If absences continue, BOD may terminate membership, and open the position.

G. Meeting organization:

1. 90-minute meetings, second and fourth Tuesday of each month from 8:00 am to 9:30 am. Meetings are held at the Lincoln Inn (in the back room), DeKalb, IL.
2. Networking materials: Can be placed on table, or passed out among members. Please be sure to take your own materials with you at the end of each meeting.
3. Introduction, testimonials, and passing the referral basket, feedback and other announcements.
4. 60 second Intro/Spotlight (additional announcements can be made as well). NOTE: All members are asked to give the speaker their full attention
5. Member presentations will be 10 to 20 minutes.
6. Q & A from presentation.