

Welcome to the On Track Networking Group

Please read and sign that you agree to the policies and procedures contained herein.

On Track Networking Mission Statement

The mission of On Track Networking is to help members increase their business through identified, quality word-of-mouth referrals and to develop long term, meaningful business relationships. This mission is supported by weekly meetings, continuing education, and achievement of business plans and goals.

On Track Networking Philosophy

Members of On Track Networking will work as a dedicated sales force for its members with the goal of increasing each other's business through quality referrals. This philosophy supports the idea that the more you give, the more you will receive.

On Track Networking Code of Ethics

Members will live up to the ethical standards of their professions.
Members will display a positive and supportive attitude with all other members.
Members will be truthful with other members and their referrals.
Members will build goodwill and trust among other members and their referrals.
Members will take responsibility for following up on the referrals they receive.

On Track Networking Leadership Team

Executive Leadership Team - consists of President, Vice President, and Treasurer/Secretary. They are elected for a one-year term. After election they will appoint the remainder of the positions. The Leadership Team as a whole will seek training and educational opportunities to satisfy the group's needs. Leadership terms will run on a calendar year. New terms will be reviewed in October for terms starting January 1.

President: Responsible for running On Track Networking meetings and agendas on a weekly basis.

Vice President: Responsible for keeping attendance at meetings, notifying the Membership Committee of anyone not in compliance with attendance procedures. Also responsible for maintaining tallies for: members inviting prospective members, and referrals given.

Treasurer: Responsible for all money accounting (Dues, Annual membership dues, expenses, etc.).

Secretary: Responsible for meeting minutes and emailing those minutes to all members.

Events Coordinator: Responsible for upcoming networking events, birthdays, visitors day, and other events benefiting our group. He will also coordinate the 15-minute showcase presenters on a weekly basis as well as any guest speakers.

Educational Coordinator: Responsible for providing a short message, article, advice, or anything that is educational for the group.

Hospitality: Responsible for welcoming new members, screening professions (to avoid conflict), informing prospects about our rules, following up with prospects, and collecting applications.

Membership Committee: Responsible for reviewing (approval of/denial of/termination of) applications, addressing member's concerns, and enforcement of rules and regulations. They are also the final authority on classification conflicts. In the absence of a membership committee, the leadership team assumes responsibility.

On Track Networking Policies and Procedures

1. The weekly meetings last for 90 minutes. Members need to arrive on time at 7am and stay for the entire meeting.
2. Only one person from each profession or classification is permitted to join On Track Networking.
3. Attendance is critical to the functioning of On Track Networking. A member is allowed 2 absences per quarter. If a member has more than 2 per quarter, their membership is up for re-evaluation by the Membership Committee.
4. If a member cannot attend a meeting, he/she should send a substitute. The main purpose of the substitute is to represent the absent member. A client/customer/patient, colleague, friend, or family member is a great substitute, especially if that person is a potential member of the group.
5. If a member is habitually late or leaves early, the Vice President will issue a warning. If the problem persists membership may be revoked.
6. If there is a problem with a member, the Leadership Team may put that member on probation. This may occur because of issues relating to business practices, commitment to On Track Networking, or failure to comply with policies and procedures.
7. Cell phones must be turned off or silenced prior to each meeting.
8. Prospective members may visit On Track Networking two times. After two visits they need to turn in an application.
9. If a member has a concern with a prospective member having a conflict in professions, it is the responsibility of that member to notify the Membership Committee before the application is approved. If nothing is said, then there is assumed consent.
10. On Track Networking should be the only referral exclusive organization for each member. The Leadership team reserves the right to terminate membership should a member belong to another referral organization.
11. If a member wishes to change their classification then they need to resubmit an application and get approval from the Membership Committee.
12. At each meeting one member has the opportunity to do a 15-minute showcase of their business.
13. Membership lists, phone numbers and email addresses shall be used by members only and not for mass circulation or spam.
14. If a member decides to leave On Track Networking, the Membership committee will conduct an exit interview to capture evaluations and gather feedback.
15. Policies are subject to change by a decision of the Leadership team.

On Track Networking Fees

1. \$150 membership fee is paid annually by check or cash. New members are required to pay with their completed application. Annual renewals are payable 30 days before the due date. If they are not paid by the first meeting of the month due then they are late and will be assessed a 10% late fee. If they are not paid by the 15th day of that month then the member will be officially dropped from On Track Networking.
2. Membership fees will be good for a one (1) year period from the time of joining On Track Networking.
3. Monthly dues of \$20 are due by the last meeting of the previous month.
4. Returned checks are assessed the returned check fee charged by our bank. If a member passes a second NSF check their membership will be terminated.
5. The Leadership team will meet in November and make recommendations on the fee and dues schedule to determine any necessary increases or changes to the existing policy.

I have read and agree to the policies and procedures listed above.

Print Name _____ Business _____

Signature _____ Date _____

Address _____

City _____ State _____ Zip Code _____

References: Please list three (3) individuals which On Track Networking may contact:

Name _____ Occupation _____ Phone _____

Name _____ Occupation _____ Phone _____

Name _____ Occupation _____ Phone _____

<p>For Interval use:</p> <p>Application is: Approved Denied (please circle)</p> <p>\$150 Membership Fee paid <input type="checkbox"/> on _____ approved by _____.</p> <p>Occupation: _____</p>
