

DOING BUSINESS WITH INTENTION

CAROL STREAM CHAMBER OF COMMERCE

Member Policies:

Welcome to DBI; Doing Business with Intention. This information is important reading for all Members of DBI. You are urged to review this material closely.

Mission Statement:

Doing Business with Intention is a new opportunity to meet like-minded business owners who are intentionally seeking growth in their businesses. Members are committed to our process, serious about growing their businesses and have the desire to create referrals.

Doing Business with Intention Philosophy

Success in *Doing Business with Intention* means being positive and supportive to create a space of mutual support. A commitment is needed to your fellow Member and the philosophy of acting with intention to grow relationships and business.

Code of Ethics

- I will build good will and trust among Members and their referrals
- I will take responsibility for following up on referrals I receive
- I will be truthful with Members and their referrals
- I will provide the quality of services at the price I have quoted
- I will live up to the ethical standards of my profession. Professional standards outlined in a formal code of conduct for any profession supersede the above standards
- I will not use the DBI group to solicit memberships in other organizations for personal benefit
- I will display a positive and supportive attitude with DBI Members

Policies and Procedures

How does it work?

Prospective members will meet with Miriam to determine interest, commitment and seriousness of participating in the DBI Group.

Meetings take place every other Wednesday, held at the Carol Stream Public Library from 8:15am – 9:30am. Members should plan on arriving on time and staying for the entire meeting.

Members will take turns giving presentations on their businesses; the schedule is predetermined.

Attendance is critical to this group. If a Member cannot attend he/she may send a substitute from their business to the meeting. This will not count as an absence. A Member is allowed three absences every six months. After three absences, the Member is subject to removal by the DBI Members. Please also note that being on time is expected as a sign of respect to fellow Members. If a Member is late three times, by more than 5 minutes, it will count as an absence.

How do I join?

Prospective Members are asked to meet with Miriam to review the Policies, Mission Statement and Philosophy of DBI. Additionally Prospective Members will be asked to share why they wish to join, determine if they are able to make the commitment to attend all meetings, and align with our Code of Ethics.

Administrative Policies

Annually (first meeting in January) nominations will be taken for the Chair, Vice Chair, Corresponding Secretary and Marketing/Social Chair. Terms are based on the calendar year, January 1 – December 31st. Following nominations a vote will be taken; highest number of votes designates approval. In the case of tie, a speak-off (brief presentation) will be conducted and a re-vote will take place.

Job Descriptions:

Chair: send meeting notices, set agenda and facilitate meetings

Vice Chair: facilitate meeting in Chair's absence, address attendance issues as necessary and support the Chair.

Corresponding Secretary: track attendance, take minutes of each meeting and send out to Members.

Marketing/Social Chair; work with Chamber staff to market DBI and plan one social event during each six month period.

There is an annual registration fee of \$200

. DBI fees are paid annually to Carol Stream Chamber of Commerce. Fees collected are used exclusively for DBI.

Fees are non-refundable.

Fees cannot be transferred from one person to another unless the fees are from the same company.

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I agree to the expectations and guidelines as outlined above.

Name _____

Business Name _____

Business Category I Represent _____

Signature _____

Phone _____ email _____