



Council and Committee Protocols 2021

- 1.** Chamber members are given the first opportunity to become host venues, sponsors for **events, and speakers for group meetings/forums/workshops.**
- 2.** Non chamber members are allowed to sponsor an event at a higher cost with the understanding that a Business Development sales person will discuss future membership opportunities with them.
- 3.** The chamber offers speakers an opportunity to speak in front of business professionals and does not offer payment. Presenters/speakers are asked to contribute their talents on a complimentary basis for the chamber. With over 1300 business members, there are numerous opportunities to invite a Chamber member to be a part of the panel etc before offering a non-member that chance.
- 4.** Funds raised from chamber events are intended for the support of the chamber. While there are costs associated with the production of events, please budget only 25-30% of the total income for expenses. Chamber staff must be a part of the process.
- 5.** All contracts for services related to any chamber function must be signed by an executive of the chamber. Members may not sign contracts for chamber events or agree to pre-pay any venue without permission from the Chamber.
- 6.** Various Chamber programs/events have been designated by individual Circle membership members as supportive income for the chamber. Those funds are allocated to that particular event/program as intended.
- 7.** Fund raisers hosted by the GFLCC councils or committees are done so with the knowledge that the organization receiving the funds will get 15% of the net raised. Registration funds go to Chamber administration costs and committees and councils needs are not subject to being spent at the council's or committee's discretion.
- 8.** Councils and Committees must follow the branding and marketing guidelines set by the chamber. Some individuality can be expressed to distinguish one event from another, but marketing of any chamber event has to adhere to the marketing and branding guidelines.
- 9.** The chamber supports non- profits as members of the organization, but is not intended as an income stream for these organizations. Chairman Circle funds, sponsorship funds, or general admission fees for an event should not be designated as a donation to a non- profit group or any group without advanced express authorization from the Finance and Executive Committee of the chamber. With that the non-profit (s) will receive a donation from the net proceeds after the Chamber has completed paying any administration costs.
- 10.** To avoid redundancy, team up with other chamber committees or councils for trainings, workshops or forums.
- 11.** To avoid numerous events team up with other groups for cross networking and building a larger supportive business community. Less events/mixers/networking opportunities, but involving more members will assist in potential business growth.



12. In 2019 the number of afterhours and events (with exception of Signature events) will merge in order to condense the ask of all our members.

13. Non-members will be charged an extra \$500 for a sponsorship \$1500 and over. This will adhere to the benefits offered our members.

Signature events: Generally a signature event is known as such when there are over 350 or more registrants. Do we recognize other events that have a much smaller audience BUT charge the high sponsorship levels???? AND charge non-members the extra \$500 as we will the others??

Afterhours and Mixer Proposal:

The chamber would only host 4 all chamber business afterhours events per year.

1. Holiday social in December (all groups would attend)
2. March
3. June
4. September

January	GLBX		Working Women Win
February		Rising Leaders	
March ALL Chamber			
April	GLBX		
May		Rising Leaders	WWW
June ALL Chamber			
July			WWW
August	GLBX	Rising Leaders	

September All Chamber			
October	GLBX		
November		Rising Leaders	WWW
December Holiday Social			

1. The chamber would make all venue contacts, but would welcome and honor recommendations and suggestions from GLBX, WWW and Rising Leaders. First offers would be to existing chamber member recommendations. Non members would be given consideration only if they are willing to have a chamber membership salesperson contact them for a future membership.
2. The chamber would create flyers and promote all events
3. Only ALL chamber events would collect \$10 member and \$15 non member fees and create name badges plus additional walk in charges for day of registrants. These events would follow the traditional 2 drink, and appetizer format.



4. Registration fees for GLBX, Rising Leaders and WWW events will follow suit with the Chamber's after hours cost and RSVP's would be handled by chamber staff. A printed registration sheet would be printed by chamber staff but no name badges printed. Registration sheets would be emailed to the coordinators of the GLBX, Rising Leaders and WWW groups the day of the event. These events would not have to adhere to the traditional 2 drink and appetizer expectation but would be expected.
5. If the GLBX, Rising Leaders or WWW groups would like to host a charity event on their own, the Chamber will add to the calendar but will not take reservations nor staff and funds would be collected at the event by the group coordinator of whichever council or committee is hosting. The money will be submitted to the Chamber's accounting department to be inputted and then a check of said amount will be given to the chamber for distribution.
6. All events would occur on the second or third Thursday of each month, but no two or three events would occur on the same day. Submit any dates being discussed to chamber before guaranteeing a venue to hold that date. Must be approved.