



Member Description and Expectations

THE EXCHANGE Mission and Purpose:

THE EXCHANGE is a group of non-competing business professionals who are Members, in good standing, of the Hoffman Estates Chamber of Commerce. THE EXCHANGE meets regularly to EXCHANGE ideas, advice, and networking referrals to help each other succeed. Members are genuinely devoted to their professions, the success of others, and good fellowship among Members of THE EXCHANGE, the Hoffman Estates Chamber of Commerce, and the community.

A networking group of the Hoffman Estates Chamber of Commerce, THE EXCHANGE was formed in 1991 and has developed a reputation for epitomizing networking at its finest. Its unprecedented success can be attributed to several factors:

- A strong dedication by its Members (average Member tenure is 7 years).
- A high level of trust shared among Members that results in confident business referrals.
- An atmosphere of support that provides Members with great ideas for business enhancement.
- A strong commitment to community service and participation in many local special events.
- Sponsorship and presentation of educational seminars of interest and value to the community.

Member Character:

- Members will, at all times, maintain the highest professional integrity.
- Members will, at all times, preserve an atmosphere of support that provides Members with great ideas for business enhancement.
- Membership is, at all times, to be non-compete.
- Non-compete is defined as:
 - Each business category will be represented by one Member, even if more than one Member provides a given product or service.
 - Conflicts of interest are disallowed.

Member Responsibilities and Time Commitment:

- THE EXCHANGE meets twice monthly on 2nd & 4th Thursday of each month, 7:30 to 9:00 a.m. at The Devonshire of Hoffman Estates, Barrington Road (next to St. Alexius Medical Center). Meetings last 90 minutes.

- Members, or company representatives, are expected to attend all meetings, understanding that occasionally things will happen to interfere.
- Attendance is the backbone of THE EXCHANGE and regular attendance is important to the building of successful relationships. Members may miss up to five (5) total meetings per year, however, they may not miss three (3) consecutively, or two (2) unexcused.
- Representatives may replace current Members for a total of three (3) meetings per year and this will not be counted as an absence.
- Dues equaling \$35 per quarter are payable at the first meeting, of the first month, of each quarter (January, April, July, October).
- Members will, at all times, display a strong commitment to community service and participate in yearly EXCHANGE sponsored activities including, but not limited to: Business After Hours, Annual Chamber Golf Outing, Business/Community Expo, Community Fishing Derby.
- Participate and serve on ad-hoc committees as necessary.
- Members are required, at least once per year, to give a minimum of a ten-minute educational presentation concerning their business or industry, at a regularly scheduled meeting.
- Members are encouraged to provide a minimum of two (2) qualified leads per quarter.
- Qualified leads are defined as:
 - Potential sales prospects (individuals or organizations that express an interest in Member goods or services)
 - Power partners (individuals or organizations that have a target market similar to a Member, but do not compete).

Membership Term:

Renewable quarterly and ending with voluntary resignation, non-participation, non-renewal of Chamber Membership, or non-payment of dues.

Welcome to THE EXCHANGE!

We look forward to building a long and lasting business relationship with you.

Sincerely,

Victoria Andersen
2014 EXCHANGE Chairman

Linda Dressler
2014 EXCHANGE Membership Director

Admin and Beyond, LLC
1-800-850-3907 Ext 801
vickie@adminandbeyond.com

ACM Realty
(847) 809-1257
linda@acmweb.com