



Leads Group Policies & Responsibilities

Effective January 2009, the following policies and procedures are in effect for members and guests of the Webster Groves / Shrewsbury Area Chamber Leads Group.

Attendance

1. The Leads Group meets the **2nd and 4th Tuesday** of each month from 12–1 p.m.
2. Attendance is critical for getting and receiving leads. Therefore, the following attendance policy is in effect:
 - a. You are allowed no more than two (2) unexcused absences each quarter. An unexcused absence is an absence that was not necessitated by business, emergency or scheduled vacation. This is not in addition to excused absences.
 - b. You are allowed no more than three (3) excused absences each quarter. In order for an absence to be excused, you must notify the current Leads Group Leader by phone or e-mail prior to the start of the meeting. This is not in addition to unexcused absences.
3. If you arrive at the meeting after 12:05 p.m., that will count as a “Late” or 1/2 of an excused absence (unless weather related). You also lose your right to present your 1-minute commercial and to do your long presentation, if it is your turn to do so. If you leave before the presentation is done, this also counts as 1/2 of an excused absence.

Leads Generation

1. Leads Generation is the sole purpose of leads groups. Therefore it is important that members understand what is expected of them. Each member of the leads group is expected to bring at least one lead to each meeting. The more involved you are in giving leads, the more likely you will be to receive leads from other members.
2. All leads preferred Warm to Hot. This means that the contact is either expecting your call or legitimately needs your service or product. Cold leads are certainly accepted, but not encouraged.

Member Responsibilities

1. Presentation slots are reserved by the Leads Group Leader. Presentations are scheduled for each meeting of every month and can be scheduled as far in advance as needed. We make an attempt to cycle through the entire group before we repeat presenters.
2. Meetings begin at 12 p.m. with informal networking. Upcoming Chamber Events and Announcements begin at 12:10 p.m. One-minute commercials normally begin at 12:15 p.m. Leads are presented at 12:35 p.m. The presenter of the day begins at about 12:45 p.m. and is given 10–15 minutes to complete their presentation. The meeting ends at about 1 p.m.

Guests

1. Guests may visit the group two (2) times. After the second visit they must join the group to continue attending. Guests do not have to be Chamber members to visit, but must be Chamber members to join the group.
2. In order to join, you (or your company) must be a member in good standing of the Webster Groves / Shrewsbury Area Chamber of Commerce. You must also pay the annual leads group fee at the time of joining (currently \$50).