MIRAMAR PEMBROKE PINES REGIONAL CHAMBER OF COMMERCE & SUBSIDIARIES
LEADS GROUP POLICIES

Effective: July 2025

Introduction

Referral Groups operate under the procedures and guidelines of the Miramar Pembroke Pines Regional Chamber of Commerce & Weston FL Chamber of Commerce under the full authority of its Executive Director/CEO. These groups meet weekly for one-hour member meetings to provide exposure to your business, share valuable tips and training, and offer a venue for "one-on-ones" that build trust so members can confidently refer clients to one another knowing they are in good hands.

Its purpose is for group members to become each other's "Sales Force," keeping you and your business top of mind whenever they hear a need from their clients, colleagues, friends, family, or neighbors—anyone they come into contact with. Likewise, you become part of their sales force by remembering them in the same way.

As the group grows, so do your relationships and connections—but only if you make it a priority to meet and truly get to know each member. Remember: networking meetings alone don't generate sales. It's the trust built among your group members that leads to quality referrals, and those referrals are what generate sales.

All members must comply with any changes to these policies at any time, at the sole discretion of the Chamber Executive Director/CEO. The Executive Director/CEO holds ultimate authority over all matters related to Leads Groups. While member needs and feedback will be considered, the Chamber reserves the right to add, amend, or enforce rules and procedures at any time, in alignment with the Chamber's policies and best practices.

Membership

- Must be a Chamber member in good standing (dues current).
- One-time $50 application fee (non-refundable) and $40 annual renewal fee

($20 goes to the Chamber, $20 to the Referral Group).
- One person per profession unless the group's Leadership Board approves an exception.
- Must work full-time in primary occupation with at least one year of experience.
- Cannot belong to another exclusive networking group.
- No transfers between Leads Groups without resignation, six-month wait, or Executive Director/CEO approval.
- If a group is disbanded, members may transfer to another group within 30 days without paying the one-time application fee.

Attendance

- Tuesday groups: Max 4 absences per 6-month term.
- Non-Tuesday groups: Max 6 absences per 6-month term.
- 3 lates/early departures = 1 absence.
- After 3 absences, leadership issues a written warning; exceeding maximum absences may result in removal.
- Substitutes are allowed up to 3 times per year per member and must give the weekly commercial for the person they are substituting for (not a testimonial).
- A substitute may not be a current member of another Chamber Leads Group.
- Emergency leave of absence: Up to 90 days with Leadership vote and CEO approval.

Participation

- Maintain an average of 1 referral per week, 1 guest per month, and 2 one-on-one meetings per month.
- Ten-minute speaker must arrive before 7:45 AM (or log in early for online meetings).
- One-on-one meetings must be completed with all members within the first 120 days of joining.
- Referrals, guests, and one-on-ones must be reported accurately and timely for tracking purposes.

Member Misconduct Procedure

To maintain a professional and respectful environment, all members are expected to conduct themselves in a manner that upholds the values and integrity of the group.

If, at any time, the group's Leadership Board (composed of all five leaders) determines by vote that a member has engaged in misconduct, acted inappropriately toward another member, or otherwise caused offense, the following procedure shall apply:

1. Discussion with Executive Director: Before any action is taken, the instance of misconduct must be discussed with the Executive Director/CEO of the Chamber to review the situation and determine if it warrants formal action.
2. Written Notice: If deemed appropriate, the member will receive a written notice detailing the instance of misconduct, with a copy provided to the Executive Director/CEO.
3. Progressive Action: After three (3) such written notices, the member will be asked to step away from the group.
4. Leadership Vote Requirement: Any decision to issue a notice must be approved by a vote of all (5) of the group's Leadership Board members prior to being sent to the member.

This process ensures accountability, fairness, and consistency in addressing conduct issues while protecting the professional environment of the group.

Guest Policy

- Guests may attend a maximum of 3 meetings before applying.
- If a guest's category is taken, they may visit that group only once.
- Guests do not have to be Chamber members but must join to be part of a group.
- Members are encouraged to invite guests to help the group grow

Leadership Board

The mandatory positions and those required to vote on any member to be inducted: Chair, Treasurer, Secretary, Membership/Recruitment, Mentor/Educator. These top five positions are recognized by the Chamber as the group's Leadership Board, and will have voting rights when taking decisions on referral groups. Leadership will have 2-year terms, aligned with the Chamber's fiscal year of July 1-June 30.

Chair – Appointed by the Executive Director/CEO after interview and commitment to follow template for success. It is at the Executive Director/CEO's discretion that the Chamber removes a Chair or determines that the Chair continues his/her leadership position. All leadership decisions and appointments are subject to the ongoing discretion of the Executive Director/CEO, who retains the right to make changes to roles, structure, or processes at any time.

Treasurer – Tracks referrals and closed business, collects applications, and keeps renewal fees up to date.

Secretary – Communicates with Group, schedules speakers, and tracks attendance.

Membership/Recruitment – Recruits prospects, sends policies, verifies applicants, follows up on guests.

Mentor/Educator – Provides education, support, and onboarding to members.

Elections and Terms

- Treasurer and Mentor/Educator are elected by the group membership in odd-numbered years.
- Secretary and Membership/Recruitment are elected by the group membership in even-numbered years.
- Voting schedule takes effect on May of the fiscal year.

1-Year Term Positions (elected annually by group members)

Visitor Host – Welcomes guests, introduces them to members, and promotes membership benefits.

Sergeant-at-Arms & Alternate – Opens meetings, maintains order, and assists with vote counting.

Ethics and Conflicts Leader – Mediates conflicts, ensures ethical conduct at business and personal levels.

Additional Leadership Positions – May be added with majority Leadership vote and approval of the Chamber Executive Director/CEO.

Nomination & Election Process

- Nominations/volunteers taken at the last May meeting; nominees must accept or decline before the first June meeting.
- Members may hold only one Leadership Board position at a time.
- Candidates may give a 1-minute presentation at the second June meeting (time permitting).
- Elections are held the third June meeting; only attendees may vote.
- Votes counted by the Secretary and witnessed by Chamber Executive Director/CEO; simple majority wins.
- Newly elected leaders observe their role during the last June meeting.

Administration & Reporting

- Quarterly membership, attendance, referral, and financial reports are due in March, June, September, and December.
- Late reports incur fines: $50 (first time), $100 (second time), and group termination (third time).
- Executive Director/CEO is the final decision maker for disputes and policy exceptions.
- All administrative, operational, and procedural changes to Leads Group policies may be implemented at any time by the Executive Director/CEO, with immediate effect upon notification to the group.

Marketing & Social Media

- Chamber provides website listings, flyers, event listings, and promotions.
- No independent websites for Leads Groups.
- Group social media must follow Chamber guidelines, with Chamber holding admin access.
- WhatsApp chats will be administered/monitored by the Executive Director/CEO.

Meeting & Event Locations

- Must be approved by the Chamber.
- Chamber provides insurance and ensures compliance with permitting.

Formation of New Groups

- Requires at least 5 committed individuals and Executive Director/CEO approval.

Weekly Meeting Agenda

7:45 AM – Arrival and open networking
8:00 AM – Call to order, welcome guests
8:07 AM – Networking tip
8:09 AM – Pass business card caddy/digital roster
8:10 AM – Induct new members
8:12 AM – Visitor introductions
8:13 AM – Member commercials
8:35 AM – Announce 10-minute speaker rotation
8:36 AM – Referral and financial reports
8:37 AM – 10-minute speaker presentation & Q&A
8:47 AM – Referrals and testimonials
8:55 AM – Announcements
9:00 AM – Close meeting

Non-Meeting Dates (2025–2026)

All other meeting dates must remain as scheduled unless a change is authorized by the Chamber, with a minimum of eight (8) weeks prior notice.

July 3, 2025	Thursday
July 4, 2025	Friday
Nov 11, 2025	Tuesday
Nov 27, 2025	Thursday
Nov 28, 2025	Friday
Dec 25, 2025	Thursday
Dec 26, 2025	Friday
Dec 30, 2025	Tuesday
Jan 1, 2026	Thursday
Jan 2, 2026	Friday
Jun 19, 2026	Friday
July 3, 2026	Friday
Nov 26, 2026	Thursday
Dec 25, 2026	Friday
Dec 29, 2026	Tuesday

Member Declaration

I have read and understand the policies of my Referral Group and agree to abide by them to the best of my abilities, including any amendments or changes made at any time at the discretion of the Chamber Executive Director/CEO.

Name: _____

Signature: _____

Date: _____