

# FOCUS CHARTER

## What is "FOCUS?"

Focus is a non-profit professional women's group. Our group meets once a week, Thursday at 8:30AM - 9:30AM at Fresh Choice at Bascom and Hamilton, Campbell, CA.

## MISSION STATEMENT

Sharing Our Knowledge & Skills Support, Caring Through Friendship Never Ending

## PURPOSE

The purpose of this group is to meet and share business ideas and successes in a friendly and caring atmosphere. In this way a member will be encouraged to share new concepts in their development stages.

## GUIDELINES FOR SUCCESS

- Positive Attitude-First Impressions Count
- Enthusiastic Participation
- Honest Business Ethics
- Regular Attendance
- Business Attire-Dress for Success
- Active Lead Generation
- **Ask** for Specific Business

## MEMBERSHIP AGREEMENT

To promote your individual product or service continuing to inform and update your Focus members. In order to insure that this promotion is ongoing, we should present each commercial in the most innovative manner. We should also remember that any meetings which occur outside the meeting will enhance these relationships.

## DECISIONS

Introduction and changes of procedure/activities will be approved by a simple majority vote of members in attendance. (Fifty percent of membership must be present).

## RECRUITING

Each member is encouraged to pursue new members in new categories. A potential member will be given an invitation to a meeting along with brief information about the group and its current membership.

Membership is limited to only one person per business category so that there is no competition for referrals. If there is a question as to whether there might be a category conflict, please discuss this with the respective member.

Guests are free their first visit and must pay \$5.00 for their second visit. After that,

they must join to continue coming to the meetings.

Past members are always welcome as guests and they must pay a \$5.00 guest fee to cover the cost of their breakfast.

### **ATTENDANCE**

Each member is responsible for attending a minimum of 50% of the meetings per year. If a member does not meet this requirement, the board will contact the member individually and the category will become available if no action is taken by the member.

Each member will notify the President of any upcoming extended absence or vacation.

There is a sign-in sheet at all meetings to check attendance.

### **HARDSHIP/LEAVE OF ABSENCE**

If a member needs special consideration for a hardship, we will allow up to a 3 month grace period. During that period, a member will enjoy full membership benefits and will be required to keep their monthly fees current.

### **MEMBERSHIP FEES**

The initial fee to join is \$40.00. A monthly fee of \$36.00 is payable on the first Thursday of each month. The fees cover the expenses of the meetings, birthday gifts and small supplies agreed to by all members.

There is a \$5.00 late fee if the monthly fee is not paid on the first Thursday of the month.

Advertising, Christmas party, approved events, breakfast and website-related costs are paid from the treasury. The balance of the money is donated to a charity. A small balance is kept in the account to begin the next year.

Any member who is 3 months in arrears on their dues will be dropped and their category will become available.

### **FOCUS LEADS**

Preparation is required to give useful leads. This means getting complete information and having it ready at the meeting to be given to the interested member. All leads should be presented in writing. We do not formally pass leads at the meetings but all members are encouraged to generate leads for the other group members.

We as a group make an effort to keep our business cards available to facilitate leads.

### **OFFICERS AND ELECTION PROCESS**

Terms are for six months. Each term begins on March 1 and September 1. The outgoing President becomes the new Vice President.

**DUTIES OF BOARD MEMBERS**

- President: Presides over weekly meetings.  
Sets meeting agenda.  
Communicates with Fresh Choice.  
New Membership.  
Keeps business card box and timer.
- Vice-President: Presides over weekly meetings during President's absence.  
Presents birthday gifts.
- Secretary: Arranges calendar of speakers.  
Provides sheet with member information.
- Treasurer: Collection of monthly dues.  
Bank deposits and reconciliations.  
Responsible for all cash disbursements.

**MIXERS**

This is our opportunity to enjoy each member in a new environment. The Vice-President will set up a mixer in the current quarter.

Read and approved Charter:

Member:

Date: