



Welcome to Black Business Works (“BBW”). Please read this important information as it will help you understand what is expected of all BBW members and how being a member of BBW can help your business to grow.

### **BBW Mission Statement**

To identify and connect black business owners and professionals, for the purpose of growing their businesses qualitatively and quantitatively.

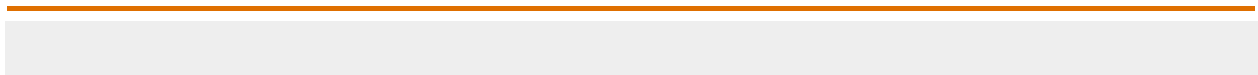
### **BBW Philosophy**

You will achieve your goal of being successful in networking for your business by being positive and supportive of the members of BBW. This requires a total and complete commitment from you and members alike. By giving business to fellow members they will in return give business to you.

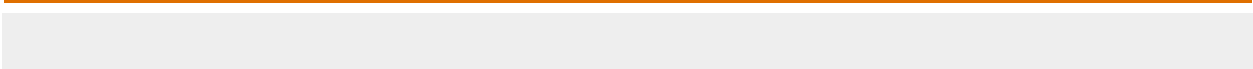
### **BBW Value Statement**

To empower our community by shaping the way our members do business. We have total commitment to this value statement which reflects the highest standards we profess:

- Professionalism
- Consistency
- Reliability
- Intelligence
- Resourcefulness
- Strength
- Forward-Thinking



## General Policies

1. A prospective member may visit two BBW meetings before joining. That visitor is expected to pay for entry into the BBW meeting to cover the cost of the meeting if requested to do so.
  2. Persons from different professional classifications are permitted to join a chapter of BBW. The Chapter President of each chapter has authority relating to classification conflicts.
  3. Members must represent their primary occupation, not a part-time business.
  4. Our monthly meetings begin promptly at 9am to 11am. Members need to arrive on time and stay for the duration of the meetings.
  5. Attendance is very important to our network. We monitor our member attendance to measure member "reliability". If a member cannot attend, they "MUST" tell the chapter president at least 24 hours in advance via email, fax and or phone. That member may (and should) send someone in their place.
  6. BBW Members are required to produce a specific number of referrals to the BBW organization and to the BBW members per month for their chapter. There is a minimum of 2 referral, not leads, per month, required to maintain chapter membership.
  7. Members must tell BBW the name and occupation of the visitor they will be bringing to the next meeting "NO" less than 1 week in advance of the meeting.
  8. Members are responsible for following up on "ALL" of the referrals they receive. That means responding to emails, phone calls and other means of communication within a day of receiving the referral, unless told otherwise by the person making the referral.
  9. Once a member fails to produce a required number of referrals for the month of their chapter, the member has 60 days to become fully compliant. This means that the member has provided the full number of referrals required during such period, for example, if a member during a month provides "NO" referrals out of one required referral for the month, the member is required to provide within the next 60 days the total of 2 or more of referrals. Failure to become fully compliant within 60 days results in member termination.
  10. BBW members should strongly encourage their customers to post reviews of their products or services on [www.BlackBusinessWorks.com](http://www.BlackBusinessWorks.com). This measure will provide information transparency and allow BBW members to insure they refer business to a reputable BBW business member.
  11. Members are encouraged to bring visitors and prospective members to their BBW chapter meetings throughout the year. Members' contributions to the new member recruitment is tracked during the year and re-evaluated before the member is approved for the next membership term. The recommended and minimum goal for each member of a chapter is to invite 12 visitors per year to their chapter.
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## General Policies (Cont'd)

12. An individual may be a member of only one chapter of BBW at any given time. Members can visit other chapters without restrictions. Members may give referrals to other Members of any chapter without restrictions. However, only referrals to a member's chapter can be applied to the referral requirement.
13. It is the responsibility of a member to file a concern with the Membership Committee of their chapter if a visitor conflicts with their profession and prohibits the member from doing business within the network. The Membership Committee will consult the chapter president for consent on if the visitor can stay with that chapter.
14. Members that would like to transfer to another chapter must submit a new member application to the chapter president at [Info@BlackBusinessWorks.com](mailto:Info@BlackBusinessWorks.com) for approval. If approved for transfer, all dues are transferable.
15. Members who wish to change their classification must submit a Classification Change request to [Info@BlackBusinessWorks.com](mailto:Info@BlackBusinessWorks.com) for approval.
16. In the case where BBW is having a problem with a member who is not following the policies of BBW, the Membership Committee and or the chapter president may, at their sole discretion, put a member on probation related to the member's business practices or commitment to BBW.
17. Each Member is expected to maintain the highest values and ethics. If a member has been convicted of a crime, BBW expects that individual to tell the chapter president so BBW is aware of the circumstances. A conviction will "not" automatically disqualify you from being chosen for membership.
18. Any member failing to comply with the policies and procedures of BBW, determined by the sole discretion of the chapter president, may have their membership terminated.
19. BBW policies are subject to change. All policy changes need to be reviewed first by the Advisory Board.

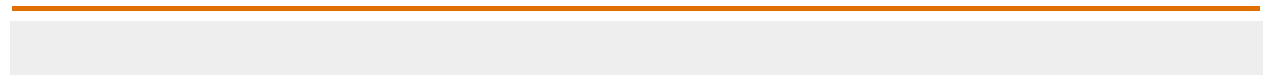
## Membership Criteria

1. You "MUST" have 3 reference letters from people that have used your company's services.
  2. You "MUST" have 3 years of experience in your area of profession.
  3. You "MUST" be licensed or certified in the goods or services you provide.
  4. You "MUST" show proof that you are working with a nonprofit organization that helps to improve our community. You should become a mentor if you are able to do so.
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## **BBW Meeting Agenda**

1. Networking/Refreshments
2. Welcome everyone
3. Talk about BBW to new members
4. Welcome new visitors and members
5. Members give a 30 second presentation
6. Membership Committee Report
7. Introduction of the speaker
8. Speaker gives a 30 minute presentation (including questions & answers)
9. Thank you business referral from members. New referrals are given out through the BBW website to members. Announcements of the next meeting (location, speaker, etc.) community info
10. Reminding members to refer new members to BBW and to refer people to the BBW website to post testimonial's on their businesses
11. Close meeting

## **BBW Administrative Policies**

1. There is an annual fee of \$480 or a monthly fee of \$50 (if a member would like to be billed monthly) for membership to BBW. Fees can be paid by cash, check or credit card.
  2. Non-members are allowed to visit 2 BBW meetings before becoming a member.
  3. BBW will establish chapters in communities with people who are interested in developing a networking referral-based business. BBW may have more than one chapter in a community.
  4. Membership fees are due the 15<sup>th</sup> of each month. Members who have not paid by the due date are considered late and will be liable for a \$20 late fee. If fees are not paid within the month the fees are due, the member may be dropped from BBW.
  5. Fees are non-refundable because the fees go to providing services for BBW members (i.e. meeting location, food, and printed material).
  6. Fees cannot be transferred from one person to another.
  7. BBW policy on returned checks are as follows: A member has 3 business days in which to contact their BBW chapter to resolve the matter. All returned checks will be liable for a minimum of a \$30 returned check fee. If a member gives BBW a second check with NSF, that member will be subject to termination.
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## **BBW Advisory Board**

The BBW Advisory Board's purpose is to address policy issues relating to BBW. The Board is made up of business professionals from various backgrounds that help BBW focus on its goal to be a leader. One of the Board's goals is to ensure that the needs of the BBW members are being met. The Board does so by making sure that the BBW headquarters is knowledgeable of activity within the network. If you have a question or concern that you would like addressed by the Board, contact your BBW chapter for more information.

## **What Do I Get For My Money?**

1. Potential and significant amount of new referred business.
2. Entry to various workshops, events and monthly networking meetings.
3. Learn about the latest business trends in industries related to yours and others.
4. Training and practice speaking in public.
5. Business contacts that can be converted into long term strategic alliances in the business community.
6. Market your goods or services to an exclusive audience that wants to support your business.
7. Learn how word-of-mouth marketing has helped many other businesses and now yours.
8. A listing on the BBW website.

If any of the above benefits were to be fully utilized by a member, then the benefits would far outweigh the money invested for a BBW membership.

