

Palo Alto Chamber of Commerce
Business Referral Network
(BRN)
Policies and Procedures
October 2007

DRAFT

Palo Alto Chamber of Commerce Board of Directors endorsed bylaws to launch the first Business Referral Network launched in 2006. The Business Referral Network (BRN) represents a broad-based coalition of businesses. The BRN Mission is to enhance our businesses by building strong relationships through weekly communication and the exchange of leads, referrals, and contact information.

Members of BRN assemble in a weekly forum comprised of a variety of business professionals representing various industries. Through exchange of information our collective efforts are focused on creating business opportunities. We accomplish this by advocating the business of our members.

The Palo Alto Chamber of Commerce sponsors the BRN group. Our objectives serve to complement the additional services and programs of the Chamber. BRN provides a forum for cohesive and dynamic interaction among business professionals focused on networking opportunities that result in prospective customers for member businesses.

- Palo Alto All members of BRN must be Chamber members in good standing.
- All financial transactions are processed by Chamber staff.

Chamber will:

1. Provide BRN application to all new members and refer them to group President to determine if category is available for membership
2. Promote BRN membership with event announcements, enews and print ads
3. BRN application, bylaws and members will be on the Chamber's website.
4. Reconcile payable and receivable each month and verify with BRN Treasurer

Each BRN group will:

Appoint a treasurer who will provide quarterly reports to Chamber to include:

1. Membership list
2. Dues
3. Refreshment expenses
4. Other misc expenses