



**2018**

**Vanguard  
Committee  
Membership  
Guidelines**

2018 NORTH LITTLE ROCK CHAMBER OF COMMERCE

# VANGUARD COMMITTEE

## PROGRAM MISSION AND GUIDELINES

Vanguard volunteers serve the North Little Rock Chamber of Commerce by sharing knowledge about Chamber services, programs, activities and by spreading enthusiasm about Chamber involvement and participation. Vanguard Members serve as “ambassadors” to newly recruited members of the Chamber, increasing communications with new members and increasing the number of renewing members. The North Little Rock Chamber of Commerce Vanguard Committee members represent the Chamber at various business and community activities, performing as the Chamber’s public relations group.

### SPECIFIC AREAS OF RESPONSIBILITY

- A. Vanguard members will be available for Grand Openings, Ribbon Cuttings, Ground Breakings and other activities as the official representative body from the Chamber. The Chair must attend all these events to present the gift bag and scissors. If the chair will not be available, they must make arrangements for the co-chair to attend.
- B. Vanguard members serve as greeters and hosts at Business After Hours. **Twenty points** are earned for working the event (manning the registration table, making name tags, serving food or any other work activity as needed) and **ten points** for only attending the event.
- C. Vanguard members will participate in the Chamber’s Annual Banquet by acting as a Chamber host-seating members, guests, taking tickets, etc.
- D. Vanguard members will make monthly visitations or phone calls to current and prospective Chamber members to assist the Chamber in retention and recruiting membership.

#### *The purpose is two-fold:*

- 1. Membership Retention is important to the Chamber - keeping Chamber members better informed of current Chamber projects, activities, and accomplishments will aid in the retention of current members. Recruitment of new members for the Chamber is encouraged on a regular basis.
- E. Each Vanguard member is required to participate in Operation Thank You. Operation Thank you allows us to reach out to our Chamber members and provide them with: a 2018 Community Profile, a Thank You letter from The Chamber with 2018 advertising rates, a Chamber window cling, and a 2017 membership plaque insert. Vanguard members must deliver to **at least 20** businesses. This is a great opportunity to make contact with businesses you may not have otherwise been able to meet.

## **VANGUARD MEMBERSHIP**

- A. Vanguard members will be employees from member firms that are in good standing with the Chamber.
- B. More than one representative per firm may serve as a Vanguard member. (member firm's size will determine number of representatives).
- C. Membership in Vanguard will not exceed 40 active members.
- D. Upon the resignation of a Vanguard member, the vacant position does not automatically stay with the firm that employed them. The membership remains that of the volunteer (provided the volunteer's new employer is a Chamber member).
- E. The Chamber will provide name badges for each Vanguard member to be worn at all Chamber related events.
- F. Vanguard members will agree to the Guidelines of the organization herein.

## **PARTICIPATION REQUIREMENTS**

- A. Vanguard members will be required to attend at least 50 percent of regular monthly meetings per year and may not miss three consecutive monthly meetings.
- B. Vanguard members are strongly encouraged to attend all scheduled events, such as Grand Openings, Ribbon Cuttings, etc. that are held on weekdays. Vanguard nametags should be worn at all events.
- C. Vanguard members will not be allowed to miss three consecutive events. Excused absences will be reflected on attendance records and monitored by the Chamber. Excused absences will be acknowledged only if the Vanguard member calls in the day BEFORE the event takes place. Special exceptions to this requirement may be made by the Vanguard Chairperson(s) and Chamber staff.
- D. Failure to comply with Vanguard requirements will result in removal from the group. The Vanguard Chairperson(s) and Chamber staff will make the final decision in removing an inactive member from the group.
- E. There will be a 90 day probation period for each new Vanguard member. During this time the Chairperson and Chamber staff will orientate the new volunteer as well as monitor their attendance activity.

- F. There will be no inactive status other than special exceptions approved by the Chairperson(s) and Chamber staff. If a member is unable to meet attendance requirements and wishes to be a Vanguard member at a more convenient time his or her application will be placed at the top of the waiting list, and at first opportunity his or her membership will be reinstated.
- G. Any request for exception to the above requirements will be brought to the attention of the current Chairperson(s) and the Chamber staff.

### **VANGUARD MEMBERSHIP APPLICATION**

- A. Application for membership should be made in writing and directed to the Vanguard Chairperson(s) and Chamber Staff Coordinator.
- B. Perspective Vanguard members will need to communicate with the Chairperson to verify their interest in the Vanguard Committee.
- C. Applications will be dated and timed as received and kept on a waiting list. Vacancies will be filled from the waiting list in order of the date the application was received and by approval of the Chairperson(s) and Chamber Staff Coordinator.

### **MONTHLY MEETINGS**

- A. Vanguard Committee meetings are held on the 2nd Thursday of each month and will begin with 15 minutes of networking and called to order at 4:45 pm.
- B. Vanguard members who miss three consecutive meetings, without good reason, will be replaced. A list of meeting dates and locations will be distributed. The monthly meetings offer recognition, interesting and informative programs and an opportunity to contribute to the planning of volunteer activities.
- C. Vanguard members will take turns hosting monthly meetings. The meeting locations will be coordinated through the Chamber Staff Coordinator. The host will be awarded 25 points.
- D. All meetings will begin promptly and will not exceed one hour in length.

### **CHAMBER RESPONSIBILITIES**

- A. The Chamber Staff will notify Vanguard members of all events. As much advance notice as possible will be given. Background information about the activity will be provided when available. Attendance records for each function will be kept by the Chamber.
- B. An attendance sheet will be available for initials from all Vanguard members attending each function in order to register attendance. Members are responsible for ensuring their initials are noted beside their name.

### VANGUARD COMMITTEE POINTS, AWARDS and RECOGNITION

Continued membership within the Vanguard Committee is based on participation. The following allocates points that are earned for various activities:

Monthly Committee Meeting Attendance	10 Points
Hosting a Monthly Committee Meeting	25 Points
Ribbon Cutting and Ground Breaking Attendance	30 Points
**We are now deducting 30 points if you RSVP "yes" but do not show up**	
Attending an Event Only (Listed below)	10 Points
*Attending and Working an Event (Listed below)	20 Points
A Night at the Rep	
Business After Hours	
Taste for Business	
FYI Luncheons	
Golf Tournament	
Annual Banquet	
New Chamber Member Visitation (in person)	25 Points
Chamber Member Call Note/Personal Note	25 Points
Recruiting a Chamber Membership	50 Points
Selling Various Event Tickets	10 Points
Operation Thank You Deliveries	25 Points

The Vanguard Committee "Vanguard of the Month" is based on the highest number of points accumulated throughout the month and results in recognition of the Vanguard member. The winner will receive a certificate of appreciation and a \$25 Visa gift card. "Vanguard of the Year" will be based on the highest number of points accumulated throughout the year. There is a first, second, and third place winner. Prizes are \$750, \$500, and \$250. We will also recognize monthly and annual winners and their business on the FYI dropdown screen, the Chamber marquee, and on our social media.

**\*Sign up sheets for working Chamber events will be available via email. The time slots will be filled on a first come, first serve basis. Working the event includes: greeting Chamber members at the door, helping with name tags, and assisting Chamber staff as needed.**

# VANGUARD COMMITTEE

## APPLICATION FOR SERVICE

*Complete this official application to be eligible for acceptance as a member of the Chamber's Vanguard Committee. Be one of 40 professional volunteers that serve the Chamber by sharing knowledge about Chamber services, programs and activities and by spreading enthusiasm about Chamber involvement and participation. Vanguard Members serve as "mentors" to newly recruited Chamber members increasing communications and increasing the number of members renewing annually.*

Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail \_\_\_\_\_

### **EMPLOYMENT**

Present Employer \_\_\_\_\_ Date Began \_\_\_\_\_

Present Title or Responsibility \_\_\_\_\_

Express your interest in the Vanguard Committee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **COMMUNITY ACTIVITIES - List key activities**

\_\_\_\_\_

\_\_\_\_\_

## **2018 VANGUARD COMMITTEE COMMITMENT**

*I understand the Vanguard Committee acts as the public relations group for the North Little Rock Chamber of Commerce. I have read that I must attend at least 50 percent of the regular monthly meetings. I have read that I must notify the Chamber if I am not able to attend an event before event takes place. I have read the guidelines and fully understand the commitments and agree to be bound to them by signing this application.*

\_\_\_\_\_ Applicant's Signature