



## APPLICATION FORM

Personal Information			
Full name			
Date of Birth			
Professional qualifications			
Sponsor			
Business Information			
Company			
Business address			
Position Within Company			
Job title			
Business phone			
Business e-mail address			
Mobile telephone			
Web page address			
Type of Business			
Category you wish to represent <i>(e.g. if you are a solicitor, please detail which legal areas you wish to represent in IBC)</i>			
Official use only			
	Date	Outcome	Notes
Application Placed Before Group			
Comments			
Accepted/Denied membership			
Membership fee taken			
Renewal Date			
Placed on website			

By signing this application form, I confirm that I have read, understood and will abide by the Interactive Business Club Terms & Conditions (1<sup>st</sup> February 2017) below. I also understand that should I resign, after paying the annual fee, no refund shall be given or claimed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return completed applications to [enquiries@ibc-bristol.co.uk](mailto:enquiries@ibc-bristol.co.uk)**

## **Terms of Reference for the Interactive Business Club, hereafter referred to as IBC.**

### **Purpose of the Group**

- The IBC provides an opportunity for members to network, share ideas and support each other in a relaxed and proactive way
- IBC is a 'not for profit' organisation and all funds are used for the benefit of club development and its members

### **Membership of the Group**

- IBC meets fortnightly at the Future Inns, Cabot Circus, Bristol from 12pm - 2pm
- Members will be introduced to the group by a variety of means, including referrals, introduction by an existing member or a speculative approach
- IBC encourages potential members to participate in a number of meetings (usually 2) prior to making a decision regarding membership
- Membership of IBC is limited to one member per business category and we ask that existing members take this into account when inviting guests
- All current members have the opportunity to object to a potential member joining IBC. Any such objection should be brought to the attention of a committee member. If an objection is upheld it is the responsibility of a committee member to inform the potential member that they are unable to join
- Membership of IBC permits members to use the club logo on stationary, electronic and similar means of communication. Members are also entitled to have their business logo, biography and links to their website on the IBC club website
- Members leaving IBC acknowledge that they must relinquish the use of the Club logo, advertising or similar material and agree to do so within ten days of leaving the club. Members details will also be removed from the club website

### **Attendance**

- IBC asks that all members make a reasonable effort to attend each meeting. If a member is unable to attend a meeting we ask that a substitute from within their own business, network or the club substitute list attends in their place.
- In the event that a member cannot attend at short notice apologies wherever possible should be sent to a committee member prior to the meeting
- Whilst encouraging networking in a relaxed and informal environment IBC requires members to commit to regular attendance. Any member who fails to attend meetings on two occasions, without good reason will be contacted by a member of the committee and risks their business category being opened up to new members
- Members take it in turns to host fortnightly IBC meetings to keep them fresh and new ideas flowing throughout the year. We also encourage all members to participate in a 10 minute showcase round, again on a rotational basis

## **Finances**

- Membership of IBC currently costs £60.00 per annum payable on 1<sup>st</sup> of the Month their organisation becomes a Member and then annually thereafter. The Membership Fee amount will be reviewed annually and any revision agreed by the membership. Should any member fail to pay membership fees within One Month of the due date, without committee approval, their category may be opened up to new members
- Membership fees are waived for all current serving committee members
- Should a member wish to resign their membership no refund will be paid.
- Fortnightly meetings cost £16.00 which includes a two course business lunch, hotel costs and a £1.00 contribution towards IBC's Christmas social which is free of charge to all members. The fees are payable by Monthly Standing Order (£32) on 1<sup>st</sup> of each month. Any member who fails to pay their fortnightly meeting fees without committee approval will forfeit their right to membership. Guests must pay their lunch fees to the Member who invited them before leaving the venue. The Member shall be responsible for paying collected monies to the Treasurer.
- The cost of lunch for any substitutes covering members in their absence will be taken from the members fortnightly meeting fee
- Club financial matters are the responsibility of the IBC treasurer, who will provide a report on club finances to the membership on a quarterly basis
- IBC will reimburse committee members with any reasonable expenses they incur relating to their role within the club, for example stationery, postage and similar costs. Any amount in excess of £50.00 requires club approval. Expenses will only be paid on production of a valid receipt
- In the event of IBC disbanding the manner in which club funds are disposed of will be decided by the membership by means of a simple majority vote. All proposals put forward by members will be considered

## **Committee Members**

IBC is member run and everyone is actively encouraged to put themselves forward for roles within the club. The election of committee members takes place every January for the following roles:

- Chairperson
- Membership Secretary
- Secretary/Events Coordinator
- Treasurer/Dining
- IT and Marketing

All IBC club members, whether elected or not are encouraged to make a positive and active contribution to the growth and continued development of the club.

## **Membership Contributions and Monitoring our Performance**

All members are asked to contribute to the club in a number of ways, this includes:

- Holding 1:1 sessions with other members
- Inviting guests and prospective members
- Passing referred business
- Introducing members to others

These terms of reference will be revised from time to time as required and at least annually.

Version Two. 1<sup>st</sup> February 2017.