



Member and Guest Guide



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WELCOME FROM THE BOARD!

This guide is meant to be a tool to help you get the most out of your membership. There are many benefits and opportunities within the TGLBTCC. Please keep it for future reference to help you make sure you take advantage of all the opportunities available to you.

The Tucson GLBT Chamber is excited that you have joined. We are a fast growing chamber with a long history in Tucson. We started out as a group to provide mutual support for GLBT business people in Tucson. While that is still our core mission, we have expanded to include education, advocacy and visibility for the GLBT community within the larger business community.

We pride ourselves on being an open and inclusive space for GLBT business people and their allies to meet, network, and provide mutual support. Our monthly meetings are informative and fun to attend.

We have found that members get the best results from their membership when they attend events regularly, take advantage of the multiple promotional opportunities and volunteer on the board or committees.

If there is anything I can do to assist you in getting the most out of your membership, please don't hesitate to ask!

Membership Committee
Tucson GLBT Chamber of Commerce
membership@tucsonglbtchamber.org



Membership Dues

Membership Dues are billed on an annual basis. The dues year runs from July 1 through June 30. All new members pay dues for a full year when joining. An adjustment will be made at the first renewal period for the amount due for the new dues year.

For example, a standard member joins on January 1, 2011 and pays \$125 (\$100 membership + \$25 one time processing fee). On July 1, 2011, the member will be billed \$50 to carry them through the end of the next dues year, June 30, 2012. To further illustrate, the member's first renewal notice will look similar to this:

New Member One-time Processing Fee	\$25.00
Membership Dues – Jan 1, 2011 thru Jun 30, 2011	\$50.00
Membership Dues – Jul 1, 2011 thru Jun 30, 2012	<u>\$100.00</u>
Total Charges	<u>\$175.00</u>
Less payments made	<u>- \$125.00</u>
Balance Due	<u><u>\$50.00</u></u>



OVERVIEW AND HISTORY OF THE TGLBTCC

The mission of the Tucson GLBT Chamber of Commerce is to promote the success and growth of the gay, lesbian, bisexual, transgender, and allied business community in Southern Arizona through education, advocacy, and networking.

The TGLBTCC was started in the early 1990s as the Community Business Association, a private group to provide a place for GLBT business people to gather and find mutual support through networking. Over the years it has grown its mission to include advocacy, education and increased visibility for GLBT business issues within the larger community. In order to reflect this expansion of its mission, the organization changed its name to the Tucson GLBT Chamber of Commerce in 2005. At the same time, the organization opened its doors to straight allies.

The TGLBTCC is one of the Tucson metropolitan area's fastest growing chambers- and the only chamber dedicated to the GLBT business community and its allies.

The TGLBTCC is also the 2nd largest chamber of its kind in Arizona with approximately 140 member companies represented by nearly 200 people. Membership within the chamber provides powerful networking possibilities, one of the most loyal and dedicated consumer niches, various marketing and advertising opportunities, and empowerment found through interaction within Tucson's GLBT and straight allied community.

The Chamber also acts as a resource to the community to provide a directory of GLBT-friendly businesses. TGLBTCC maintains an online directory through its website at www.tucsonglbtchamber.org. The TGLBTCC website receives 5000+ hits per month.



GLBT COMMUNITY ALLIANCES

Southern Arizona AIDS Foundation

Wingspan

Tucson Interfaith HIV/AIDS Network (TIHAN)

COMMUNITY PARTNERS

Tucson Regional Economic Opportunities, Inc. (TREO)

Southern Arizona Chamber of Commerce Association

LGBT/Straight Alliance Fund



EVENTS

The Monthly Breakfast Meetings

The TGLBTCC meets on the 3rd Thursday of the month. Networking is the first part of the meeting. We have greeters who will take you around, introduce you to other members, and assist you with seating. Meetings start at 7:30 AM and adjourn at 9:00 AM. You can receive a \$5 discount on your reservation if you RSVP by noon the Friday before the meeting to: info@tucsonglbtchamber.org or 615-6436.

Breakfast Sponsors: Breakfast Sponsors are allowed to make a brief presentation of their business focus and have the right to place materials on the breakfast tables. If you would like your company to become a Breakfast Sponsor, contact the Chamber Administrator at info@tucsonglbtchamber.org or 615-6436.

Your Table: At every table there is a Board Member or Committee Chair. They are the facilitators of the table. You will have an opportunity to pass your business cards and to discuss business topics, etc. and everyone is encouraged to participate.

Introductions: The members give a 30-second introduction at their table. This will be lead by the table facilitator. If you need assistance in preparing a 30-second commercial, we can assist you with that.

During the meeting: You will hear from our Board and our committee chairs on current events. There will be a speaker or a panel of speakers dealing with topics of interest that apply to Tucson and the community.

We are always looking for speakers. Our speakers do not promote their own business. They merely provide information on topics in which they have expertise. If you feel like you would like to be a presenter, you need to make contact with the program committee chairperson.

Everyone is asked to put their business card in for a drawing. The winner gets their business featured at the "Business of the Month" on the chamber website.

Tips, Leads and Needs: At every meeting, members have the opportunity to present their "Leads and Needs" defined as a lead or referral for someone for their business OR someone who needs a service. Members may also email this information to info@tucsonglbtchamber.org to be posted on the Chamber website.



The Member Display Table: We encourage our members to display their cards, brochures, promotions, etc. We respect that everyone wants a place to display their material and will use good judgment when setting out materials. **Breakfast Sponsors retain the privilege of materials on tables.**

Business Showcase: Once a year at no charge, members may schedule a Business Showcase Table at the Monthly Breakfast with the Program Chair. Note reservations are on a first come, first serve basis.

Out and Abouts:

Each month a member of the chamber hosts an Out and About evening event. This is the host's opportunity to showcase their business to promote who they are, what they do, and how they can be of assistance to other members. These events are also an excellent opportunity for networking with other members.

Out and Abouts are held in your offices or a location of your choice. For more information, see the Out and About guidelines on page 12 in this Member and Guest Guide.

Special Events:

The Chamber is well known for its Special Events. Our holiday parties cannot be beat. We also have other fun, educational and informative events. You'll find out about them from our newsletter, e-mails, etc.



OTHER WAYS TO PARTICIPATE

Volunteer Opportunities: Committee and Board volunteers are supported by the President of the Board. Please inquire about the positions that interest you and contact the president via: president@tucsonglbtchamber.org. To get started:

A) Bring guests and share this experience with others in your networks.

B) Get Involved! Relationships are the most powerful tool in creating more business. Working on a committee is a wonderful experience for building such relationships, while enabling the Chamber to thrive and grow with your active participation your business contacts grow as well. Customize your time commitment, involved and watch what happens!

COMMITTEE OPPORTUNITIES:

Membership – interfaces with Administrator regarding member services, recruits and assists administration in retention, facilitates member orientation.

Communications – interfaces with Administration and webmaster for all technical upgrades

Programs - plans monthly meeting, special events, speaker selection, interfaces with Webmaster regarding program promotion. Oversees the Holiday Party Committee and Silent Auction.

PR – Oversees Breakfast Sponsor program, press releases for all events, the management of Visitor and Relocation Packets, Chamber printed collateral materials, supports Trade Show and Expo Booths.

Advocacy Committee – Supports Public Policy and Community Outreach in issues of importance to organization and member's interests.

Business Education Network Committee- Develops programs to interface with education within our community for the development of youth based programs so Chamber members have opportunities to share their knowledge and experience through internships, mentoring, job shadowing, or role modeling.

Nomination and Election Committee – Operates from August to December in Board Election process. Works directly with one of the outgoing Board Members.



BOARD OF DIRECTORS:

- **ROLE OF THE BOARD OF DIRECTORS:**
- Plan the strategic direction of the organization
- Establish long and short term goals for the organization
- Serve as liaisons to committees
- Fundraising
- General Policy Making
- Publicity
- Spokespersons for our community
- Participate in taskforces as deemed necessary
- Assist in building Strategic Alliances and Collaborations
- Keep abreast of Community and Regional issues
- Attend Public functions on behalf of the Chamber
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- **Estimated Time Commitment:**
- First Tuesday of each Month, two hour Board Meeting (mandatory)
- Annual Strategic Planning Meeting, half day, Saturday (approx. five (5) hours)
- Third Thursday of each Month Breakfast Meeting, one and one half hours (preferred regular attendance)
- Committee Meetings (attendance as deemed necessary)

Corporate Partner and Strategic Partner Programs

The Tucson GLBT Chamber is pleased to offer a five matrix Corporate and Strategic Partner Opportunity to businesses whose corporate vision and commitment to Diversity and Equal Rights directs them to partner with the Chamber and its mission. These relationships promote a mutually beneficial business opportunity to better understand the needs and challenges faced by our community. For the specifics of these programs and to schedule a presentation of options please contact our Director of Financial Development at treasurer@tucsonglbtchamber.org.

Strategic Partner Benefit

Available to all members is access to the Jobing.com website. Whether looking for qualified employees or seeking a position yourself now you may use the services of this Strategic Partner. Jobing.com offers its Corporate Board room for Committee meetings and workforce training to our members. In addition, Jobing.com actively participates in our Business Education Network Committee.



OPPORTUNITIES TO PROMOTE WITHIN THE CHAMBER

FOR EXPOSURE, NETWORKING and DEVELOPMENT

Attend every GLBTCC event! Repeated attendance means repeated exposure, opportunities to network, and chances to develop your business! People tend to do business with those they know, like, and trust. The more relationships you can build with chamber members, the more likely you are to get business.

For more information or to RSVP for any chamber event, leave a message at (520) 615-6436 or email info@tucsonglbtchamber.org

OUT AND ABOUTS: These are monthly mixers hosted by chamber members. They are an opportunity to showcase your business or service and get to meet lots of other members. For more information, contact the program's committee at: programs@tucsonglbtchamber.org

THE ONLINE MEMBERSHIP DIRECTORY: Has opportunities to advertise your business.

WEBSITE ADS: ads are \$50.00 for 6 months or \$100.00 for 12 months. For ad reservations on the website or for specifics on artwork and payment, contact the webmaster at: webmaster@tucsonglbtchamber.org. Our website receives 5000+ hits each month.

BREAKFAST MEETING SPONSORSHIP: We encourage our members to sponsor a breakfast meeting. For a fee, you help sponsor the breakfast meeting, and you have a few minutes to go into more detail about your business. You may also provide something to give away in the raffle at the conclusion of the meeting.

EMAIL: We send out an e-newsletter twice each month. Members are invited to submit their events, announcements, etc. See below for submission instructions and guidelines.



E-NEWS SUBMISSION GUIDELINES

E-News is sent to the membership twice each month, approximately on the 1st and 15th. Requests from membership should be submitted to administrator at admin@tucsonglbtchamber.org two weeks prior to distribution. Please send text only and attachments cannot be accepted.

All submissions will be placed into the standard format for the E-News, so any special formatting will be lost.

Requests will only be accepted from current members of the Tucson GLBT Chamber.

Requests may be informational, a call-to-action (RSVP for event), or a solicitation (i.e.: open position). Requests must be appropriate, timely, and of interest to the Tucson GLBT Chamber membership.

Each request will be reviewed by the administrator on an individual basis. Requestors for item inclusion will be notified by a member of the Board of Directors as to the reason for omission when an item is not approved. Any member may request a second consideration of an E-News item to the complete Board. All decisions of the complete Board shall be final.

MEMBER LIST- SERV: We encourage member communication between meetings. Follow these simple instructions: To join the mailing list, send an email to moderator@tucsonglbtchamber.org. - The mailing list Name is Members. - You can send messages to the list only if you have joined. Once you have joined, you can send messages to the list by using the address: members@tucsonglbtchamber.org

WEBSITE: You can post events to our website (<http://www.tucsonglbtchamber.org>) for the announcements or classifieds sections. Submit the items to admin@tucsonglbtchamber.org, please don't send attachments.

BREAKFAST MEETINGS: You can announce the event/info at our Breakfast meetings during the "Tips, Leads, and Needs" time and provide printed material on the table that we make available for member info. Definition: "Leads and Needs" are a lead or referral for someone for their business OR someone who needs a service.

SNAIL MAIL: We can provide you with a mailing list (free excel file) or mailing labels (\$1.00 per sheet of labels) you can use (at your own expense) to send hard copy to members. Please request from info@tucsonglbtchamber.org.



OUT AND ABOUT GUIDELINES

What Is An "Out and About"?

A TGLBTCC "Out and About" is an evening event where TGLBTCC members and/or guests are invited to visit a TGLBTCC business or group of businesses. The Host Business may offer discounts and specials to TGLBTCC members and show their products and services through displays or demonstrations. It's a great opportunity to showcase your business, offering a relaxed atmosphere where members can get to know you!

Who can Host One?

Only TGLBTCC member businesses may host an "Out and About". If desired, you may consider co-hosting the event with another TGLBTCC business.

When Are They Held? Events are held once a month in the evening hours and should be about two hours in length. Dates will be scheduled at the discretion of the hosting business. Please do not schedule an event on the third Thursday of the month, as it would conflict with the regular monthly TGLBTCC meeting. Out and Abouts must be scheduled at LEAST one month in advance to allow for sufficient advertising time.

What Does the Host Provide?

- Hosts are encouraged to offer food and non-alcoholic beverages, and if desired cocktails or cash bar.
- Businesses are encouraged to provide names tags for attendees.
- The host business is also asked to provide a space where the TGLBT chamber can display its banner, brochures and application information.

How Is the Event Publicized?

Contact Information

Email..... programs@tucsonglbtchamber.org

Advertising is primarily the responsibility of the host. In order to make your event successful, we strongly encourage you utilize at least a couple methods.

Some areas the chamber will help you with is through email announcements to the TGLBTCC membership, verbal announcements at the regular monthly TGLBTCC meetings, posting on the TGLBTCC website and by postcard or flyer invitations sent out to the membership (at the expense of the host business).

• Email Announcements

Email announcements are sent to the membership by the programs committee. Host Businesses need to contact them with the event information (programs@tucsonglbtchamber.org). It's usually a good idea for the Host Business to provide a way for members to RSVP. **Info for email announcements must be received by the programs committee 30 days before the event to be included in the e-new mailings.**

• Meeting Announcements

Board members will announce the event at the regular monthly TGLBTCC meetings, introducing the Host Business. The Host may choose to give more information about the event.

• Invitations

Logos for both the TGLBTCC and "Out and About" have been included in your Host Packet; both need to be prominently displayed on the invitations. Production and mailing costs are the responsibility of the Host. TGLBTCC mailing labels are available for \$1.00 per sheet (currently running \$7.00 for the complete list) and can be purchased through the administrative assistant for the chamber. Invitations should be printed, labeled, stamped and sent a minimum of two weeks prior to the event.