

All members are required to contribute on a regular basis by providing quality leads and referrals to other members. All leads and referrals must be validated prior to passing them to a member.

Members are responsible for reporting activity and contributions on a weekly basis.

Hub Committee's will monitor and review member contribution monthly and will provide support were required

Members are required to have regular coffee hubs (121s) with fellow members in order to build relationships and gain a better understanding of their occupation/skills & experience

Attendance is key - members are required to be punctual and attend on a weekly basis (unless on holiday, a medical appointment or unforeseen circumstance) Members are encouraged to send a representative in their absence

Failure to attend for 3 meetings in any 6month period (without good reason as detailed above) will result in membership being terminated and the category released

Members are encouraged to invite guests to meetings (Guests can attend 4 visits before joining a hub)

If a guest joins having been invited by a current member, the member will qualify for the NewGen referral scheme (contact directors for further information relating to the referral scheme)

## Hub Terminology

R = Representative - someone attending on your behalf

G = Guest - people attending as a visitor

CH = Coffee Hub

ABR = Actual Business received

ABP = Actual Business passed

RP = Referral passed

RR = Referral received

ATT = Attendance

A = Absent

P = Present

R = Representative

M = Medical