

Sunranges *Business Collective*

Meeting Procedure.

- Greet Members and Guests at the door. Make everyone feel welcome in a friendly atmosphere
- Members with Guests should organise refreshment for the Guest.
- Chairperson opens the meeting ON TIME with a 5 minute welcome for guests
- Each attendee is given 1 minute to introduce their business
- One Member (in turn) is given a 15 minute period to present their business in detail to the meeting.
- One Member or Guest is given a 15 minute period to present tip and ideas on business management or improvement. (Business Coaching).
- The Chair (or another appointed Member) presents the report of referrals since the last meeting.
- Meeting Closed. (1 Minute)