



Business over Breakfast Ltd

Area Co-ordinator (AC) Agreement

The role of the Area Coordinator is to:

1. Setup a new club
2. Recruit new members
3. Arrange a suitable venue, agree a price with the venue
4. Once the number of members has reached 12 arrange the inaugural meeting of the new club
5. Invite guests who want to see the club in operation before signing up
6. Run the club as close to the standard running order as possible.
7. Appoint the leadership team consisting of a Chairperson, Treasurer, Referral Tracking Manager, Club Steward, Information Manager and Social Secretary and deputies where appropriate.
8. Ensure that training and all paperwork is supplied to the various members of the leadership team.
9. Stand in for any of the Leadership team as required
10. Act as Chairperson for about the first 3 meetings (longer if appropriate)
11. Visit your club/s at least one a month as an absolute minimum.
12. Ensure retention of members – especially in year two
13. Provide as many visitors as possible at each meeting
14. Report attendance activity to the Directors of Business over Breakfast Ltd every month
15. Details of how to open, market and run the clubs are contained in the AC’s guide, which will be emailed to you when your AC application has been received and approved by the Directors of Business over Breakfast Ltd.
16. Should your application be rejected your payment will be refunded with 21 days.

Remuneration

- Free membership to each of your clubs, for as long as you are an AC.
- To become an AC you have to pay a one off amount of £390+VAT (Non Refundable). You will be sent your BoB membership pack by Royal Mail Special Delivery or courier, together with a quantity of brochures and invitations. Your club will be added to our website www.bobclubs.com and you will be added as a member and as the AC. You will also be given full access to the BoB online admin system and training on how to use the system
- Should you decide that you no longer wish to continue as an AC you will be allowed to take up membership at your club (as long as that exclusive Business category is vacant). You will receive a voucher for £20 for each person who joined the club whilst you were the AC up to a maximum amount of £295 that you can use to pay for all or part of your 2nd year membership.
- A single bonus payment of £100 will be made six months after the first official meeting of your first club, provided that the club is still active, has a minimum of 16 members and you are still the AC for the club when the payment becomes due.
- If you become an AC and take on a new club that already has members who joined before you took up your role as AC, you will be paid £60 for each member six months after the first official meeting of the club if that club is still active, has at least 12 members and each of those members are still part of that club.
- **Payment for New Members** – You will be paid £120 for each new member (this will be reduced if the member did not pay the full amount or a contra deal was offered to that new member) who joins each of your clubs. This excludes the registration fee of £95 per member. If a new member is sponsored by another BoB club member or the new member is already a member of another BoB club the commission payable will be reduced to £100 as the sponsoring member will receive a voucher for £20 which they can redeem against their next years membership. Payments will be made whilst you are an AC for those clubs. Commission is payable over 5 months at £24 per month or pro rata if the member did not pay the normal full amount. Should you resign or be asked to step down as AC you will lose all future/unpaid payments from the date you cease being an AC. We may allow you to stay as a member of your original club or offer you a place at another club providing we have a vacancy for your business category.
- **Payment for renewing Members** – You will be paid £60 for each renewing member payable over 5 months
- **Bonus Scheme** – Once your first club opens and has a minimum of 12 members you will be eligible for bonuses as follows: £100 paid if 5 new members pay and join your club in one calendar month
£250 paid if 10 new members pay and join your club in one calendar month
- Your commission will be paid over a five month period around the end of the 1st week of the proceeding month commencing after the inaugural meeting of each new club provided that ALL payments have been received from all 12 members of your new club. Payment is normally paid by BACS transfer into your bank account or by cheque if you prefer. Commission will then be paid monthly. If the AC opens a club with less than 12 signed up/paid up members, no payment will be made to the AC until such time as the 12th member has paid for membership. BoB clubs reserve the right to withhold commission payments for both new and renewing members should the membership of a club fall below 12, payment will be made as soon as the membership return to 12 members or above.

No expense payments will be made by the company to the AC unless agreed in advance in writing

The position is offered on a self employed basis and you are responsible for all Tax and NI contributions due. Commission payment are not subject to VAT

We require you to agree that you/your company/ies or any other organisation that you work with/or for will not attempt to form/open/run/operate/promote any other business-2-business networking clubs within a 40 mile radius of your address for a period of twelve months from the termination of this agreement, unless agreed in advance.

Signed..... Geoff Cox, MD Business over Breakfast Ltd Date.....

Signed.....Area Coordinator Name..... Date.....



Business over Breakfast Clubs AC Application



*Please use **BLOCK CAPITALS** and write clearly*

Applicants Name	
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Business Name	
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Address			
		Post Code	

Phone No	
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Mobile No	
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Email	
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Website	
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Area applied for	
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Your Business Category *	
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PLEASE BE SPECIFIC

Please describe Goods/Services Provided by your business	<i>You will be emailed a user name and password that will enable you to add this information to your profile on www.bobclubs.com as soon as your details have been added to the website</i>
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Bank Account number <small>(for commission payments)</small>	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>											Sort Code	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>					

Name of Bank		Account Name
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Area Co-ordinators Fee - £390.00
20% VAT 78.00
Total Payable £468.00*

NOTE: If possible please pay online as this will form part of your Administration system training, but before doing so please call 07971-258514

If paying by cheques please make it payable to: BUSINESS over BREAKFAST Ltd
 Please forward signed application and payment to the following address:
Business Over Breakfast Ltd
FREEPOST NEA 16203
Oldbury
B68 9BR

- In accepting membership you agree to abide by the terms and conditions laid down by the directors of Business over Breakfast Ltd which are in force at all clubs.
- No correspondence will be entered into for the reason for non acceptance
- *Payment is non-refundable on acceptance of your application**
- *In the event of your application being rejected your payment will be returned within 21 days of receipt

Signed _____ Name _____ Date _____

Business Over Breakfast Ltd, Registered Office address 64, Castle Road East, Warley, West Midlands B68 9BG
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