

## Key Executive Forum Member Agreement

THE KEY EXECUTIVE FORUM is a forum of non-competing, professional business people who meet on a monthly basis to share information and experiences pertaining to their business communities as well as their individual business.

All Information shared is confidential and never to leave the group setting. The information shared as a group is in an effort to help members expand their business expertise and give access to learning by shared experience from other group members.

Key Executive Forum is an opportunity to provide senior executives the forum experience in the same format to which we're accustomed in EO. We are excited to offer this opportunity to the leadership teams to develop and grow in the structured communication, confidentiality and Gestalt environment that is Forum.

### QUALIFICATIONS & BENEFITS:

- For senior execs in EO member companies. Regardless of title, they're fulfilling CFO, HR, CMO, COO responsibilities.
- More than one executive from each member company is allowed, however they will be placed in separate executive forums.
- Forum members will have access to 2 learning events selected by sponsoring member per EO calendar year (up to a value of \$100 per event, not including the annual Gala and will be treated as guest status from a priority perspective for events with limited seats).
- This forum will be under the aegis of the Forum Chair, and will have access to planning, insights, updates from him or her.
- Forum members will be forum trained.
- Forum moderator will be moderator trained.
- Forum will have access to hire forum trainers for retreats or other purposes. This forum will not have access to special discounts offered by Global on forum programs.

### MEMBERS

Each forum member is allowed to represent only the business that provides entrance to the forum EXCLUSIVELY.

All prospective member applications will be reviewed by the Forum Chair and/or the Board and only after conflicts and references have been checked will a prospective member be placed in a forum.

To remain as an active forum participant, outside of the sponsoring members need to qualify for EO, forum members have a responsibility to attend every scheduled forum meeting each month and are required to participate and abide by the forum's constitution.

Forum member may remain in Executive Forum for an annual fee as long as the EO member remains a chapter member in good standing.

Each Member is responsible for the health of the Forum by participating and supporting group norms

The logo features the letters 'EO' in a large, bold, serif font. The 'O' is white with a black outline and contains a stylized orange and black graphic resembling a key or a compass needle. To the right of 'EO', the words 'Key Executive' are written in a smaller, black, serif font, and 'PROGRAM' is written below it in a smaller, black, all-caps, serif font.

# EO Key Executive PROGRAM

and committing to confidentiality, cohesion, and appreciation of individual differences, which are critical elements in the development of Forum.

Each member is responsible for himself or herself, for stating his or her feelings and for learning the listening skill necessary to support the other forum members. Ultimately it is each individual's responsibility to create a positive experience within the group.

## MEMBERSHIP FEES:

The cost for this program is \$1,500.00 per Key Executive member annually.

## MEETINGS

The Executive Forum will follow the same format as EO Forums:

- Monthly 3-4 hour meetings on 3<sup>rd</sup> Tuesday of each month
- Time and date selected by forum members
- Location selected by forum members
- Discussion of business, personal and family life
- Conducted structured communication, confidentiality and gestalt environment that is Forum.
- Be responsible for your own forum experience.
- Be the first to share, risk and show vulnerability in order to raise the level of the entire forum.
- Be proactive and express your concerns immediately in a polite, firm and professional manner.
- Each forum member will seek to actively demonstrate their personal commitment to creating a useful and valuable Forum for all members, to obtain unbiased advice in an environment of mutual confidence, trust, honesty and support.

This Forum will be under the aegis of the Forum Chair (or Elect) and will have access to planning and updates.

Each forum member will seek to actively demonstrate our personal commitment to creating a useful and valuable Forum for members to obtain unbiased advice in an environment of mutual confidence, trust, honesty and support.

100% "on-time" attendance of all members is expected unless there is an emergency situation. Members who cannot attend a scheduled meeting or will be late will so advise the Moderator prior to the meeting.

Each Meeting will have a structured Agenda (see sample below)

# EO Key Executive PROGRAM

## Meetings & presentation format (Example):

1:30pm Welcome: Invoke Forum Confidentiality, review & agree on agenda

1:35pm Personal Updates: 3-5 minutes (Best/Worst) ( High/Low), Most significant thing

2:30pm Break

2:45pm Presentation(s) Confidentiality, 1 word open,

Communication starter (30 sec),

Presenter purpose (1 min),

Group Understands (1 min),

Presenter presents (20 min), Q & A/ Experience sharing (40 min) 1 word close

5:00pm Housekeeping - Membership, Attendance, Finances, What worked & what did not

5:15pm Adjourn

## FORUM CONFIDENTIALITY

THE FORUM AND ITS MEMBERS will maintain complete confidentiality of anything discussed in the Forum unless there is clear approval to do otherwise. This means absolutely no leaks or disclosures to family, co-workers, friends, or others. All printed material distributed at meetings will be kept confidential and returned if requested. Discussion outside forum meetings must be declared as confidential. All infractions will be investigated immediately and intentional infractions will result in immediate expulsion from the forum. Accidental infractions will be dealt with on a case-by-case basis and could result in expulsion.

## BUSINESS DEALINGS WITH IN THE EXECUTIVE FORUM

ANY AND ALL business transactions are strongly discouraged among Forum members and must be disclosed to the Forum and cleared by the Sponsoring members prior to consummation of new business idea or venture.

## FORUM MEMBER CONFLICTS

Will be delivered to the Moderator for group discussion if the conflict cannot be resolved amongst the members involved. The Moderator then MUST inform the Forum Chair (or Elect) of the conflict and the aforementioned will have final say in the resolution of any and all conflicts.

## NON-SOLICITATION OF FELLOW FORUM MEMBERS

Executive Forum members agree that during the term of their membership in the Key Executive Forum and for an unlimited time in the future, regardless of the reason for departing the Executive Forum, they will not, directly or indirectly, on their own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any other Key Executive Forum members with whom you shared your forum experience.

## TERMINATION OF INDIVIDUAL MEMBERSHIP

Members may be asked to leave the forum any for the following reasons. A Board member will notify Sponsoring member regarding the forum member's dismissal. There will be no refunds offered, but, with prior approval, the Sponsoring member may replace a dismissed member and will only be charged a 500.00 forum-training fee to train the new member.

The logo features the letters 'EO' in a large, bold, black serif font. Above the 'O' are three small dots, and a thin orange line with a dot at its end curves around the top of the 'O'. To the right of 'EO', the words 'Key Executive' are written in a black serif font, and 'PROGRAM' is written below them in a smaller, black, all-caps serif font.

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## ATTENDANCE:

Upon recommendation of the moderator, when a member is absent from two monthly meetings a dismissal notice will be sent to the sponsoring member.

## VIOLATION OF THE FORUM CONSTITUTION

The Forum Chair and/or the Board will dismiss a forum member immediately for any violations of the forum constitution.

Key Executive Member: \_\_\_\_\_  
Signature

Print Name and Title: \_\_\_\_\_

Sponsoring EO Member: \_\_\_\_\_

Please e-mail this completed form back to Andrea Rickard, Chapter Administrator at [andrea@eonewjersey.org](mailto:andrea@eonewjersey.org)

Payment is collected at time of signing. Payments may be charged to EO member credit card, or by check made out to EO New Jersey.