



Role of Facilitator

Why should you be a facilitator for GPBN? As a GPBN facilitator **you are in the spotlight!** You become the go to person, the connector, a leader who makes things happen. As the facilitator you will be the person people will go to for advice, direction, connections, tips, and leadership! You will be able to showcase your most important asset, **you!** As the facilitator, you are the one person who will definitely meet and build relationships with every other person. Now how will your business grow if you are building relationships?

Lead meetings: Be responsible for starting, running and facilitating one or more meetings. You have the ability to select from a number of different meeting types and times that best meet your area's needs.

Evening Meetings: Generally run from 6:00 pm to 8:00 pm. The meeting can be run in a general format or in a structured format. Collect \$10 toward the hors d'oeuvres and direct the selection of them.

General Format: 6:00-7:00 open networking; 7:00 intros; 7:15-8:00 open networking

Structured Format: 6:00-7:00 open networking; 7:00 intros; 7:15-8:00 speaker or structured discussion.

Dinner Meetings: Generally run from 6:00 pm to 8:00 pm. Coordinate and run a dinner meeting at a local restaurant. Arrange with the establishment to do separate checks, confirm with the restaurant the approximate number attending the event.

Intros: Have each person attending the meeting give their 30 second commercial while waiting for the meal.

Topic: Have a topic ready for discussion while people are eating dinner or following dinner.

Lunch Meetings: Generally run from 12:00 noon to 1:30 pm. Consider running a lunch time meeting. Arrange with the establishment to do separate checks, maintain a relationship with the restaurant that will help you facilitate and grow the group.

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Intros: Have each person attending the meeting give their 30 second commercial while waiting for the meal.

Topic: Have a topic ready for discussion while people are eating lunch. *Ensure that the meeting ends on time!*

Breakfast Meetings: Generally run from 7:45 am – 8:15 am. Arrange with the establishment to do separate checks, maintain a relationship with the restaurant that will help you facilitate and grow the group.

Intros: Have each person attending the meeting give their 30 second commercial while waiting for the meal.

Topic: Have a topic ready for discussion while people are eating breakfast. *Ensure that the meeting ends on time!*

Collect business cards and forward them to GPBN for inclusion in the email broadcast system, so we can let people know about all of our events. GPBN will help you grow the group with regular emails to all members and non-members! Send the information to us by one of the following methods:

By E-Mail: Send a spreadsheet with attendee information to mymeeting@gpbn.net.

By Mail: Send the business cards you collected to GPBN at the following address:

Gay Pride Business Network
PO Box 255
Cranford NJ 07016

By Fax: Fax a copy of the cards to GPBN at: (908) 276-2006

Maintain relationship with those at meeting location (restaurant)

Collect Meeting Fee – This only applies to meetings where there is a direct cost to GPBN for the meeting. For example if we are purchasing hors d'oeuvres for an evening meeting.

Help to recruit new members – You will receive a \$25 referral credit per new member toward your membership renewal. Bring membership forms with you to your meetings, pre fill in the referred by section, so that prospective members can

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sign up with your name as referrer! There is no need for you to collect the fee, just have people send in the form and check to the address on the form.

Recommend new meeting locations to GPBN – Help us grow the organization and help grow your business!

Build a team! Encourage people to get involved in your meetings! Select a GPBN member to help you by acting as your Greeter. This person would get people checked into the meeting and introduce people to you. Help GPBN members showcase their business by having them do an expanded presentation at your meeting. Building a team will help you facilitate the meeting and will help the other members get to know you!