

nexus

Networking Group

Congratulations for being nominated to fulfil a top table role within Nexus Networking. As a top table member and leader of your group, we advise you to follow the script closely to ensure no aspects are missed from the meeting.

It is important that all meetings are run professionally, effectively and are consistent at all times. This is why we have a script in place which is constantly being developed and improved for best results for the benefit of all members.

Without a script, it becomes impossible to assess, identify and improve areas which require attention. Any feedback on how to improve the script is welcome. Please send such feedback to Danny Nevill at Universal Web Design via email Danny@universalwebdesign.co.uk or telephone on 01206 588 000. Thank-you!

Committee

A new committee is appointed every 6 months and throughout this time, you should be lining up another member to take over your role in 6 months time. Please find the current committee below and keep this up to date as a new script is issued every 6 months.

Role	Acronym	First Name	Surname
Nexus Director	ND		
Membership Coordinator	MC		
Operations Coordinator	OC		
Education Coordinator	EC		
Events Manager	EM	Sheila	Moses
Visitor Host 1	VH		
Visitor Host 2	VH		

Nexus Director - Start Meeting - 07:00

Good morning everyone and a very warm welcome to Nexus Networking. I hope you all had a busy and productive week with lots of energy and enthusiasm ready for the week ahead.

My name is _____ I and I am the Nexus Director of the _____ Group. I am responsible for leading the group and ensuring that each meeting runs smoothly. If you ever have any questions, concerns or wish to join Nexus Networking, please do not hesitate to grab me at the end of this meeting as I am always happy to help.

Nexus Website Credentials: <http://www.nexusnetworking.co.uk/admin/login.php?return=admin> U: admin P: leadership

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Nexus Director - Apologies

Announce apologies for those who are unable to attend this morning's meeting.

If you cannot attend any given meeting, please do your best to ensure a substitute is covering you and your business as this ensures no meeting is missing several members or representatives at anyone time. Please use the Nexus website under Substitutes to access a list of ready and waiting contacts keen to sub for you. The password to access this page is Universal Web Design

Nexus Director - Guests & Visitors

Please announce the names and companies of the guests, visitors and substitutes here today along with thanking them for coming along.

Thank you to _____ for coming along this morning. If you have not already made your £15 payment to a visitor host, please do so at one of the intervals.

Nexus Director - New Members

When a new member joins Nexus, applaud them for joining and ensure to take a picture with them for the website and marketing purposes. Please then send this through to webdesign@universalwebdesign.co.uk & marketing@universalwebdesign.co.uk as they will add the new member to the website and marketing activities.

Nexus Director - Our Mission

Nexus Networking is a deliberately different networking group, with a simple objective to help members generate more business through a structured and proven networking process. Training and charity support are further areas we help and benefit from as members of Nexus.

We work within a 6 point plan which is proven, to maximise the return of your investment. As a member, you will benefit from:

- An opportunity to build relationships with other business owners
- Referred business which is proven to be the easiest to win!
- Free business training and seminars delivered by various Nexus members
- Free online marketing provided by Universal Web Design
- Engagement with our chosen Charity, thereby fulfilling your corporate and social responsibilities, which helps businesses win contracts with larger companies and organisations
- Social events which helps us all to get to know one another outside of the board room

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Nexus Director - Introduce The Committee

I do not do this job alone, could those who help in the running of each meeting please stand and inform the group of your name and role within Nexus please. Let's start with _____ who is our Operations Coordinator and go around the table accordingly. *(Ensure all committee members stand and introduce themselves)*

Operations Coordinator - 1-1's

Good morning everyone, my name is _____ and I am responsible for organising each meeting and announcing the 1-1's. If you could raise your hand as I announce your name to ensure who you are having your 1-1 with, it would be greatly appreciated.

Operations Coordinator - Upcoming Speakers

I am now going to announce the speakers for the coming weeks.

(These are listed within the Nexus Networking Website < Group < Speakers. Please note that it is your responsibility to ensure a list with dates and names of the up and coming speakers is sent to webdesign@universalwebdesign.co.uk well in advance of the meeting. Ideally a minimum of 30 days in advance.)

For those scheduled to speak in the coming weeks, please provide me with a completed bio sheet which you can collect from me at the end of this meeting. Please also grab me at the end of the meeting if you wish to book your speaker slot.

Operations Coordinator - Today's Speaker

*Announce today's 10 minute speaker by going through the bio sheet they provide. Ensure to also inform the speaker that they will hear a **DING** at 2 minutes before the end of their 10 minute slot and short time after the 10 minute presentation to answer any questions.*

Now that we know more about _____ business and how he / she adds value, let's do our best to bring them a referral next week!

Education Coordinator - Networking Tip

Now it is time for this week's networking tip, subsequently, I will hand you over to our Education Coordinator _____ who will enlighten you of this week's tip. _____, over to you.

Membership Coordinator - Network Leaders

As all members will be aware, Nexus tracks the performance of each group and all stats are accumulated from the positive contribution round, which will feature later in the meeting and those are entered into a database. This analysis is to ensure all we all get the most from our memberships.

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Points are awarded for; booking one to one's outside of the meeting, referrals passed, testimonials provided and bringing visitors. The highest scoring points total is 40 points for inviting a visitor who converts into a member! This then forms a league table and at each meeting we announce and applaud the top five networkers starting in 5th place.

Announce the top 5 network leaders. The leader board is accessible through the website by visiting www.nexusnetworking.co.uk/admin < reports < league table.

Membership Coordinator - Business Card Box

I am now going to pass the member's only business card box around to my right, members, please add or top-up your cards for upcoming meetings and open days.

Guests, please refrain from adding your cards to this box, as this is a privilege for members only, however, please do pass any business cards you have with you, in the opposite direction.

I am also going to pass the charity pot to my left, if all members and guests could donate to our chosen charity, it would be greatly appreciated as every pound goes a long way.

Nexus Director - 40 Second Round

It is now time for our 40 second round, this is your chance to tell us about you, your business, the services and or products you offer, who you would like to be put in contact with and how your services and or products would benefit those contacts.

During this round, it is best practice to take note of each members 40 seconds within the Nexus members booklets provided as this helps support referrals.

The oscar winner last week was _____ and you are entitled to two minutes this week. If you could start this morning, that would be great. We will go around the room clockwise thereafter.

Nexus Director - 121's

Well done everyone for your 40 second presentations. It is now time to refill your cups and have your 10 minute one to one. This is your opportunity to discuss and share further information with your fellow member of who you are looking for referrals with and any potential joint venture opportunities available.

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Nexus Director - Positive Contribution

I hope that everyone enjoyed their 1-1's. We are now going to start the positive contribution round. At this stage of the meeting, members pass business opportunities to one another, thank each other for business done, inform us of any 1-1's they had or a written testimonial they wish to provide a fellow member with.

As a visitor, you are welcome to do the same, however, please do not feel under any pressure as we appreciate you might not know everyone as of yet. If you have nothing to pass, please stand up and inform us of what you liked about the meeting. If you wish to apply to join, please speak with _____ our Membership Coordinator at the end of the meeting.

And Remember! There is a token £1 charity pot donation needed by whomever provides any negative feedback!

Nexus Director - Oscar Winner

If this week's Oscar winner could please announce who they felt won the Oscar this week, they will be entitled to 2 minutes at next week's meeting.

Membership Co-ordinator - Weekly Performance Report

As stated at the start of the meeting, Nexus tracks the performance of each group and only through your input during the positive contribution round can we track and report back to you how Nexus is performing. The current statistics are as follows:

The number of visitors we had last month was _____

The number of referrals passed last week was _____

The number of referrals passed last month was _____

Our monthly average of referrals passed is _____

Referrals passed from the start of Nexus is _____

Money exchanged last month was _____

Money exchanged from the start of Nexus is _____

Record Referral Fee is Currently At = **£87,495**

I am confident you will agree that those are some impressive numbers and we should all applaud ourselves for our great efforts. Well done everyone!

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Membership Coordinator - New Members

As always, we are constantly looking for new members. At present, these are the five categories I would like you to focus on inviting to our next meeting:

-
-
-
-
-

If we could collectively invite business owners within those categories this week in preparation of next week's meeting, this will ensure we have those categories filled. Please note that it is just £15 for guests and visitors to come along to experience Nexus.

A guest or visitor is welcome to attend Nexus up to 2 times as a non member before deciding to become a fully fledged member of Nexus Networking.

Operations Coordinator - Membership Options

It is essential that the membership options are shared at every meeting, even if no visitors are present. Often substitutes are present who might consider joining or know someone who would.

For the visitors and substitutes in the room, we welcome you to submit an application to join. We only allow one company from each industry to become a member, subsequently, by joining us, you will block and lock out your competitors from generating business through our group.

By becoming a member, you will benefit from:

- Referred business which is proven to be the easiest to win!
- Letter headed testimonials which will support you in converting prospects into clients
- Trusted suppliers and partners which will impress your clients
- New connections which will expand your business
- Support from fellow members
- Public speaking opportunities

Using the thank-you for the money cards, we know that on average, each member generates circa £30,000 of new business per annum. To benefit from such revenues for your business, simply complete an application form available to you at the meeting or by completing our online application form via our website www.nexusnetworking.co.uk

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Whilst a lot of networking groups make bold statements, we reinforce ours with a money back guarantee. We are so confident that you will double your money within 12 months, that we give you your money back if you don't. No other networking group offers a guarantee, as most do not work effectively, ours does, and we back it up with the money back Guarantee!

By signing up, you are committed to 12 months membership and the fee is only £395 per annum, making Nexus very price competitive and half the price of many other networking organisations.

Please hand all applications directly into me at the end of this meeting.

Nexus Director - Charity Update

_____, please provide the group with a quick insight as to how our support is helping you both as charities.

Nexus Director - Social Events Update

Sheila Moses is our events co-ordinator, Sheila, please share any upcoming events with the group.

If Sheila is not present, you as the Group Director needs to share the upcoming social event information.

Nexus Director - Open Days

It is important to announce the upcoming open days at each and every Nexus meeting.

Nexus Director - Group Announcements

At this stage of the meeting, it is courteous to ask the members whether there is any information they wish to share with the group such as events, charity work, invitations etc

Membership Coordinator - Guests & Visitors Next Week

In order to prepare the catering team, does anyone have any guests or visitors coming along to next week's meeting?

(Take note of every guest coming next week and inform Gavin Perrett of these)

As we all know, our aim is to grow the group to 30 members, subsequently please do invite any and all business owners you deal with along to the Nexus meetings. Provided that category is vacant.

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Membership Coordinator - Door Prize

As members are aware, as the 10 minute speaker, it is a formality to bring a door prize.

Suggested door prizes include:

- Chocolates
- Wine
- Branded merchandise
- A trial service
- Free product
- Complimentary report
- Alternatively, you can make a donation in the name of whoever wins, to our chosen charity.

Ask the member to the left of you to select a referral slip from the pile of referral slips

Membership Coordinator - Committee Meeting

To ensure Nexus constantly improves for the benefit of all members, it is essential that a committee meeting is held after the first meeting of each month. All members who are involved in the running of each meeting are to be involved. The membership coordinator is responsible for calling, holding and sending all meeting notes to Rob Browning - info@nexusnetworking.co.uk

Just a gentle reminder to all committee members that we have a short c. 20 minute committee meeting following the first meeting of each month. Just wanted to ensure we all had this in our diaries.

Nexus Director - Close Of Meeting

Before I close today's meeting, I would like to thank our visitor hosts for setting up this morning's meeting, they always do a sterling job.

On this note, could I ask all members to pass the stationary to the top table to help the visitor hosts pack-up.

Thank-you all for another great meeting and I look forward to seeing everyone next week. Today's meeting is now officially closed. I hope you all have a great week / weekend!

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NOTES - For The Benefit of The Top Table Members Only

- Committee Members
 - Please ensure you arrive early or at least on time to all meetings to ensure that no guest or visitor is at the venue before you and to ensure the meeting is well prepared and you are collected to deliver the meeting effectively.
- Membership Coordinator
 - To ensure the nexus website is up to date. Please send all changes and updates needed to the web design team at Universal Web Design - webdesign@universalwebdesign.co.uk or 01206 588 000
- Top Table Rotation
 - Top Table Reshuffle Periods:
 - January - June
 - July - December
 - A new committee needs to be selected by the existing committee every 6 months. The new committee is to include no more than 3 people from the existing committee and no less than 2 members from the existing committee to ensure a smooth transition is maintained. Please note that all suggestions need to be passed by one of the Directors of Nexus Networking.
- Committee Meetings
 - Please ensure a committee meeting takes place following the first meeting of the month, every month and that all notes taken are sent to the Directors of Nexus Networking as this will ensure your thoughts, ideas and suggestions are shared:
 - Rob Browring - Rob@rbrowningdevelopments.co.uk
 - Gavin Perrett - gavin@assureprotect.com
 - Danny Nevill - Danny@universalwebdesign.co.uk