



## CEO Roundtable Policies & Procedures (updated 4/2021)

### **NEW CEO ROUNDTABLE PARTICIPANT: MEMBERSHIP, VISITATION, AND APPLICATION PROCESS**

GFW Inc. CEO Roundtables are open to active GFW Inc. member companies ONLY. Individuals may not be voted into/remain in a CEO Roundtable as a participant if their company is not an active GFW Inc. member/investor company.

#### **1. Individuals employed at a company that IS an active GFW Inc. member and would like to visit/join a CEO Roundtable...**

- Must apply to visit a CEO Roundtable [online](#).
- Individuals are permitted to visit a maximum of ONCE to any roundtable with an opening for their specialty/category in the billing year (January to December) before a vote is required for official membership in that group.
- To continue participation in any CEO Roundtable after the maximum one visit, the participant must be voted into that CEO Roundtable with a majority vote.
- Once a participant has been voted into a CEO Roundtable, the chair will notify the GFW Inc. director of investor engagement and the newly elected participant will be billed their first \$50.00 annual fee to participate in that group.
- Once payment has been received, the participant will be considered an official member of that CEO Roundtable and their company information will be added to the official GFW Inc. [CEO Roundtables Master Roster](#) online.
- GFW Inc. staff will strictly enforce that participants CANNOT visit/join CEO Roundtables where the above process is not followed or completed.

#### **2. Individuals employed at a company that IS NOT an active GFW Inc. member and would like to visit/join a CEO Roundtable...**

- Must at minimum have an application for GFW Inc. membership on file. Apply online at [join.gfwinc.com](http://join.gfwinc.com). Payment is NOT required with this application at this time.
- Must apply to visit a CEO Roundtable [online](#).
- Individuals are permitted to visit a maximum of ONCE to any roundtable with an opening for their specialty/category in the billing year (January to December) before a vote is required for official membership in that group.
- To continue participation in any CEO Roundtable after the maximum one visit, the participant must be voted into that CEO Roundtable with a majority vote.
- Once a participant has been voted into a CEO Roundtable, the chair will notify the GFW Inc. director of investor engagement and the newly elected participant will be billed their first \$50.00 annual fee AND be billed their company's GFW inc. new membership dues to participate in that group.
- Once payment has been received, the participant will be considered an official member of that CEO Roundtable and their company information will be added to the official GFW Inc. [CEO Roundtables Master Roster](#) online.
- GFW Inc. staff will strictly enforce that participants CANNOT visit/join CEO Roundtables where the above process is not followed or completed.



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### **CURRENT CEO ROUNDTABLE PARTICIPANTS: MEMBERSHIP, VISITATION, AND APPLICATION PROCESS**

- Individuals who are current participants in a CEO Roundtable may only remain a member of that group if their company is an active GFW Inc. member/ investor company. If an individual's company discontinues membership or is dropped as a member of GFW Inc., all individuals participating in a CEO Roundtable from that company will be removed immediately from their respective groups and may not continue to participate in meetings until company membership is reinstated.
- After their first year of participation in a CEO Roundtable, participants will be billed once during the calendar year \$50.00 for each group they participate in.
- An individual participant may be in a maximum of TWO (2) CEO Roundtables, but a company can have up to ONE (1) participant in all active CEO Roundtables. Current participants who would like to join a second group or have other company representatives join other groups must follow the procedures in Part 1 of the previous page.

### **ATTENDANCE**

- The attendance requirement may vary between each group and is up to the discretion of the CEO Roundtable Chair; however, it is expected that all participants maintain at least 70-75% meeting attendance in order to maintain their status in the group.
- Participants are required to notify their chair in advance if they are unable to make a meeting; excused and unexcused absences will count toward attendance requirements. If a participant knows in advance that they cannot attend a CEO Roundtable meeting(s), they are permitted to send a substitute in their place, notifying the chair in advance.
- Should a participant have repeated issues with attendance, a GFW Inc. staff or the CEO Roundtable officer may vote the individual out of the group or ask them to step down.

### **PROGRAM STRUCTURE**

- Each CEO Roundtable will elect a chair/president ("officer"). An officer election will be held during the fourth quarter of each year for a one-year term the following calendar year. Officers can hold their positions for a maximum of two consecutive terms. CEO Roundtables may add additional officer roles as needed.
- Each roundtable officer will be responsible for:
  - Keeping attendance.
  - Notifying GFW Inc. staff of voted in and/or dropped members.
  - Developing its group's own objectives, priorities, agendas, meeting times and meeting dates to meet the needs of its members.
  - Keeping their members informed of the next meeting's arrangements (tours, dinners, special guests, etc.). GFW Inc. staff will send a reminder notice with information provided by the officer.
- Officers may be removed from their positions at the discretion of a GFW Inc. staff member should any requirements of the office not be fulfilled.
- Meetings will be held on a monthly basis unless scheduled meetings fall on a holiday or weather emergencies do not allow.



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### PROGRAM STRUCTURE (CONTINUED)

- One group may not exceed 15 participants, including officers. Groups should attempt to maintain membership of at least 10 participants.
- All attendees will pay for their own parking, lunch, and/or breakfast.
- CEO Roundtable meetings held at the GFW Inc. office or using a GFW Inc. virtual platform may only be between the hours of 7:45 a.m. and 4:45 p.m. Monday-Thursday and 7:45 a.m. and 2:45 p.m. Friday.
- Members may only represent the primary business that maintains membership in the CEO Roundtable.
- CEO Roundtables should only use members of the groups or GFW Inc. investors for services, meeting locations, charitable contributions, etc. Non-members are allowed to attend meetings only by invitation from the roundtable group, e.g. as a resource/speaker.

### PARTICIPANT GUIDELINES AND CODE OF CONDUCT

- CEO's and owners of small and mid-size companies, regardless of title, who are responsible for all aspects of the business including final decision-making authority for the business, may join a CEO Roundtable. If a person loses his/her CEO status for any reason, participation for that individual may be discontinued by majority vote of the roundtable OR a GFW Inc. staff.
- Senior Executives (including C-Suite) who directly report to CEO's, Presidents, or owners of small and mid-size companies, regardless of title, who are responsible for helping provide direction on business decisions for an Allen County company, may join a CEO Roundtable. If a person loses his/her executive status for any reason, participation for that individual may be discontinued by majority vote of the roundtable OR a GFW Inc. staff.
- Group members are expected to maintain complete confidentiality of information shared in the Roundtable meetings.
- The Roundtable is not a platform for sales presentations, it is a forum for discussions of business problems and challenges.
- Members are responsible for monitoring ethical or non-ethical activities and how they affect the group. The group is responsible for its members' behavior and professionalism. Participants may be voted out of the group or removed by a GFW Inc. staff member at any time for unethical/unprofessional activities.

CEO Roundtable Policies and Procedures are subject to change at the discretion of the CEO Roundtable officers and GFW Inc. representatives. If you have any questions or concerns, please contact:

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