

Executive Group of Houston

General Information Sheet

The group has established By Laws, which should be reviewed by all members. This document is intended to provide unofficial supplemental information about the operations and practices of the group that may be of interest and benefit to the membership.

The group has an official web site located at <http://www.execgroup.org/>.

An unofficial web site is maintained by one of the members where a roster and information of current interest to members may be obtained. This site is located at http://www.small-business-consultants.net/business_network.htm. It can also be found by searching for “business networking Houston” or “executive group Houston”. Members are encouraged to keep their information up to date by notifying Dick Myers by email (at rgmyers@computer-productivity.com) of any corrections or modifications needed. Members should be aware that email sent to them through the link on this page will also be forwarded to Computer Productivity as a means of monitoring activity on this page.

As this page has some visibility in search engines, it can be helpful to members to ensure that the description of their business included on the page incorporate keyword phrases that potential clients might use to search the web. This description should be no longer than 600 characters.

Documents related to the operation of the group are also available on this page for download by members at their convenience. These documents include

- the By Laws,
- this General Information Sheet,
- current invoices,
- a listing of Professions Represented and Sought,
- a list of Questions to help identify potential referrals,
- a current spotlight schedule, and
- an Application for Membership. Other documents may be added to this list from time to time as appropriate.

A link to “Download Forms” near the top of the page will take you to the bottom of the page where the download links are shown.

One of the practices that the group utilizes is “spotlight presentations” by members. Members who sign up on the schedule are allowed to make a presentation about their business to the group as one of the regular weekly programs. In our current meeting location, we have a laptop and projector connected to the Internet available for use in making the presentation. Members wishing to use these facilities should coordinate their presentation in advance with the staff at Mohle Adams, the host for our meetings, by speaking with Mike Till.

Important points to note about the spotlights are that they are for members only, and their purpose is to educate the other members about the business of the presenter in order to facilitate referrals.

Guidelines for the presentation include:

- Plan your presentation for ten minutes and use the remainder of any time you have to respond to questions.
- Keep the background information about our field very brief. People really do not need to know very much about your field. That is your job to educate the prospect when you make contact.
- Focus on telling the group exactly what you do and how they can recognize a prospect for your business.
- You should leave everyone in the room with a clear idea of when they should refer someone to you and what to tell a prospect that you can do for them.