



Membership • Business • Leads

Membership Information

2010-2011

For further information, please contact:

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OXA Membership Background

Who: are the members of OXA?

OXA is an organization of business people whose sole purpose is to provide each other with business leads, referrals and direct business. Over the past decade, 75-95 businesses have been represented in OXA at any given time. Many OXA members have been part of the organization for more than 25 years, providing a strong foundation of member, with new members joining annually from a variety of different industries.

What: is OXA?

OXA is the Ottawa Executives' Association. OXA is not a service club or charitable organization. This unique business organization was founded in Ottawa in 1936. We are also Founding Members of the International Executives Association, which is comprised of 85-95 Executives Associations around the world.

What are the benefits of membership?

- As a member, you have an opportunity to associate with leading business firms and the people behind them. You gain a continuing acquaintance with these executives, their products and their services. Members discuss business formally throughout the year at regular weekly luncheon meetings. These business exchanges are confidential.
- Your membership in the Ottawa Executives' Association is purposeful in that you may gain strength over your competition. Fellow members often make pertinent business information known to you before others can hear about it. Also, your sales opportunities will expand to include others associated with member firms...employees, families and friends.
- Membership in OXA means business, and current members will attest to this.

- As you widen your circle of acquaintances with these key executives, there are many opportunities to explain your firm's operation to them. Each and every member in the association is a promoter of your company. You can also learn new management, production, distribution and sales techniques, which may be valuable to you and your firm.

When: **Are there Obligations as a Member?**

Yes. OXA meets weekly and attendance is mandatory. (Full members must attend 19 of the 25 meetings in each 6-month period, with alternate members representing them up at 5 of those 19 meetings to make up attendance if needed).

Why: is OXA Membership Referred to as "Exclusive"?

OXA's exclusivity lies in the fact that there is only one member firm for each business classification.

Each member firm is represented by its owner, CEO or key executive decision-maker, with direct influence in the firm's purchasing and selling powers. An approved associate may also represent the firm as an "alternate" member, on a limited basis.

Members are not obliged to do business with each other but they are expected to seek pricing and tenders when products or services are needed. All things being equal, they are encouraged to do business with each other.

Where: are meetings held?

Weekly meetings and special events are held at member facilities, typically in a luncheon format. "On-site" meetings frequently take place at member locations, showcasing their products and services.

How: to become A Member?

To join OXA, a firm must be sponsored by a current member and submit an application form. Upon receipt of this application form, the potential member firm/representative will then undergo an interview process, be approved by the Board of Directors and the general membership.

This process takes approximately 1 month – Membership is not transferable

OXA Membership Criteria & Fees

Representation:

- An existing firm in the association must sponsor a proposed member firm.
- The proposed firm must not conflict with any existing firms.
- A principal representing the firm must be an owner, or a key executive decision-maker, with a direct influence on the firms purchasing and selling powers.
- The prospective member will be interviewed by an existing member, recommendations to become a member will be submitted to the Board. If the Board is in favour, their recommendation will be published to the membership at large. The membership then has seven days to object after publication.
- Should a member not consent to an application for any reason, the application shall be gracefully rejected.
- Must consent to a credit check.
- Provide an organizational chart of the company.
- Provide a list of associated companies.

Responsibility of member firm:

- There are 25 meetings in each 6-month period of the year. Principal members are expected to attend nineteen (19) of these meetings. Alternate members may count for up to 5 of the 19 meetings.
- Member firms must pay their invoices promptly.
- To discover and pursue very practical ways in which the firm can assist other members.
- Member firms are encouraged to give other firms in the association a fair chance to bid on projects.
- Recommend member firms for third party work.
- Recommend member firms to colleagues, friends and families.

OXA Membership Criteria & Fees

Membership activities:

- Regular weekly meetings each Thursday.
 - One on-site per month (replaces regular meeting).
 - Various social activities during the year:
 - Annual Golf Tournament
 - Annual General Meeting
 - Garden Party
 - VIP day honoring your VIP in your own office at a luncheon
 - Retailer's Night
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Membership Fees:

- Initiation Fee \$500.00 (plus HST) - Payable upon acceptance of membership.
- Annual fee (Principal Member) \$295.00 (plus HST) - Fiscal year May 1 – April 30. Fee is pro-rated at time of entry.
- Monthly meeting fee of \$ 110.00 (plus HST) per member. This is a fixed fee charged annually or quarterly whether the member is absent or attending meeting. Regular meeting fees are charged in advance of the beginning of each period. Additional costs incurred by the member will be invoiced on a quarterly basis.
- Annual Fee (Alternate Member) \$220.00 (plus HST). For approved alternates, subject to OXA criteria & approval process.
- Additional attendees at weekly meetings (alternate or guest) \$23.58 (plus HST).
- Social event costs charged as published at the time, less the regular meeting fee (if applicable).

A member may be suspended from attending regular meetings and social functions if accounts are more than 90 days in arrears

OXA Membership Criteria & Fees

Advantages of being an OXA member:

- Our slogan "Remember a member".
- As a member, you have the opportunity to share business information with other members.
- To become more familiar with happenings in the business community.
- To gain information and support with business problems.
- Acquire a dependable source of supply for products and services.
- As a member, you have an opportunity to learn about leading business firms and the people behind them.
- You gain a continuing acquaintance with these top executives, their products and their services.
- Members discuss business formally throughout the year at regular weekly luncheon meetings.
- Your membership in the Ottawa Executives' Association is purposeful in that you gain strength over your competition.
- Fellow members often make pertinent business information known to you before others can hear about it.
- Your sales opportunities will expand to include others associated with member firms... colleagues, families and friends.
- As you widen your circle of acquaintances with these key executives, there are many opportunities to explain your firm's operation to them.

Ottawa Executives' Association Inc.
Proposal for Membership

Principal
 Alternate

This proposal has a number of approval levels. A Sponsor is required and an Open Classification must be available. The proposed members should attend at least one luncheon as a guest of the Association prior to completion of the Application Form. The Application will then be reviewed by:

1. The Membership Committee
2. The Board of Directors
3. The Membership At Large

The proposed member and sponsor understand that submission of the application does not guarantee an invitation to membership. The review period will take approximately 1 month.

Please Print Clearly

Firm Name	
Address	
Email	Postal Code
Telephone	Fax
Sponsor (<i>Print Name</i>)	Proposed Classification
Sponsor Firm	Date

Please attach a sheet of the proposed member's letterhead and/or one business card.
(If the proposal is for an Alternate Member, please see designated area on page 2.)

Principals of Firms (<i>include titles</i>)			
Principal OXA Representative is:			
<input type="checkbox"/> Owner	<input type="checkbox"/> Partner	<input type="checkbox"/> Corp Officer	<input type="checkbox"/> Manager <input type="checkbox"/> Other (describe)
Type of Business			
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Retailer	<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Distributor <input type="checkbox"/> Service <input type="checkbox"/> Other (describe)
Business is:			
<input type="checkbox"/> Corporation	<input type="checkbox"/> Head Office	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership <input type="checkbox"/> Branch Office <input type="checkbox"/> Other (describe)
Years in Business	No. of Full time employees	No. of other employees	No. based in Ottawa
Volume of Business annual sales volume is:			
<input type="checkbox"/> Under \$100,000	<input type="checkbox"/> \$100,000 - \$500,000	<input type="checkbox"/> \$500,000 - \$1 Million	
<input type="checkbox"/> \$1 Million - \$5 Million	<input type="checkbox"/> Over \$5 Million		

OXA Proposal for Membership (cont'd)

Briefly describe the prospective member firm's activities, including products and services:

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The undersigned fully understands:

1. A **credit check** will be conducted and consents to same.
2. The **Membership Criteria**, especially with respect to attendance. Principal member agrees to attend a minimum of 19 meetings per 6 month period (average 25 meetings are held).
3. An **Organizational Chart** must accompany this application.
4. A list of any "**Affiliated Companies**" accompanies this application.
5. The proposed member and sponsor understand that submission of the application does not guarantee an invitation to membership. The review period **may take approximately 1 month**. An interview will be arranged with the membership committee during this time.
6. By Law 2.3: "No member of the Corporation shall be associated with or be a member or shareholder of any firm, partnership, business organization, or corporation with objects similar to the objects of the Ottawa Executives' Association Inc., as set forth in the Chapter of the Corporation".

Proposed Member Representative (Signature)	
Sponsor (Signature)	Please print Sponsor Name & Firm:
TO BE COMPLETED FOR ALTERNATE MEMBER PROPOSAL	
Name:	
Proposed Alternate Representative is: <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Corp Officer <input type="checkbox"/> Manager <input type="checkbox"/> Other (describe)	
Principal OXA Member (Print name)	The Proposed Alternate Member understands Membership Criteria. (Signature):
OFFICE USE ONLY	
Date Proposal Submitted to Membership Director:	Interview Date:
Date of Board of Directors: <input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date of Publishing
	Date of Induction into Membership



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Membership Application Checklist

Please ensure that the following items have been reviewed and/or attached to your completed application form, when signing the application form.

- ❑ **Enclosed with the application form** is a copy of our firm's Organizational Chart.
- ❑ **Enclosed with the application form** is a list of companies associated with the member firm and/or any of the principals of our firm.
- ❑ **I understand that the proposed member and sponsor understand that submission of this application does not guarantee an invitation to membership.** The review period may take approximately 1 month. An interview will be arranged with the membership committee during that time.
- ❑ **I have reviewed the membership criteria information** that accompanied this application, and understand that the principal member must attend a minimum of 19 meetings per 6-month period (out of a possible 25 meetings).

Membership Applications cannot be considered
unless the above noted requirements have been met