

Articles of Organization

Longnet
(Longmont Networking)

Chairman
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Sponsor
Central Presbyterian Church

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OVERVIEW

The Longnet Articles of Organization (this document), describes the attributes of the group, establishes operating philosophies and sets the foundation on which the organization is to operate in the future. The organization is founded on basic principles of people helping people. As such, it is and will remain a “not for profit” completely volunteer run group.

ATTRIBUTES

Introduction: Longnet is a Longmont forum for under-employed and unemployed professionals wanting to find jobs and advance their careers. Longnet is an active, supportive, and participatory volunteer group to share leads, sharpen re-employment search methods, build resume and interviewing skills, and network with others.

Longnet participation will lead to greater exposure to job opportunities available through sharing leads, recruiter postings, web postings, and internal company listings. Longnet members come from the ranks of Marketing, Sales, Engineering, Manufacturing, Operations, Administration, IT, Finance, etc.

OPERATING PHILOSOPHIES

- Participation in meetings: Longnet meeting participants are required to prepare for the meeting by bringing re-employment leads and/ or cans of food to donate to the OUR Center. Longnet meeting participants are expected to participate in each meeting by speaking to the group (30 second introductory speech) and contributing to group discussion on re-employment topics.
- Mutual Encouragement: Longnet members provide mutual encouragement for the job-seeker. The continuing focus is in energizing, skill building, and maintaining a positive outlook for the job-seeker. Success stories are a key element and Longnet alumni are encouraged to stay in contact.
- Re-employment resources: Longnet will make resources available to the individual job-seeker that will likely exceed what they might obtain on their own. Examples include company databases, actual job openings, and job-seeking skills development. Longnet makes it possible to share the workload of finding job leads and doing cold calls amongst the broader membership.
- Job-Seeking Momentum: Longnet’s weekly meetings – each with active participation -- puts a tempo behind every member’s re-employment activity. The meeting times are strategically picked – Mondays – to give the members a chance to kick start their job search activities for the week. At each forum, members share best practices and disciplinary tricks. Members become accountable to the group in addition to themselves.

- **Skills Building:** Longnet places heavy emphasis on building skills and tools that are useful for achieving re-employment. Skills development will range from how to find job openings – an obvious step at the beginning of re-employment – to negotiating salary – at the end of a successful job search. In between are resumes, interviews, references, first impressions, etc. But with practice comes excellence. Longnet provides the opportunity to excel through the repetition of doing.
- **Attendance:** The key to gaining value from Longnet is participation. All members are encouraged to plan to attend weekly meetings. Reduced attendance will result in rapidly diminishing returns.

The Longnet networking group is intended to help unemployed and under-employed find jobs with local companies. As such, job leads are to focus on companies along the Front Range, which is defined roughly from Fort Collins to the DTC area. Job leads should result in positions that result in a W-2, paycheck or 1099 income. Members, Alumni, Speakers, etc. MAY NOT solicit or distribute “Network Marketing”, Multi-Level Marketing”, “Commission-Only” or businesses that require an investment, as viable job leads for the Longnet membership.

FOUNDATION

Longnet: A volunteer organization founded on 11/1/01

Founding Fathers:

Bob Bowman (Chairman)
 Dave Hansen
 Steve Goodrich
 Doug Tabor
 Brian Walko

Charter: The purpose of the team is to provide emotional support to members as they pursue that next employment opportunity. This is done by providing a forum where unemployed/underemployed people can come together; sharpen their job hunting skills, share leads and network, network, network.

To do this, several programs are implemented, some discontinued, and others are still in the forming stages to be as effective as possible.

Meetings: Weekly meetings are held on Mondays 4:30 – 6:00 (except on holidays)

Location: Central Presbyterian Church, 4th and Kimbark, Longmont, CO

Admission: Attendance at this meeting is open to anyone. All that is asked is that each member bring the 2 or 2 (two job-related leads or two cans of food for the OUR center). Longnet is neutral toward church affiliation or other societies.

Meeting Agenda: (typically)

4:30 to 5:00 Speaker, Presentation or Resource Tips

5:00 to 5:30 Round Table - Everyone gives a 30-second elevator speech (who you are, what you do, where you came from, where you are going) and to let the rest of us know a little something about you. To close out your 30-second speech it would be a good idea to ask the group for help. Make a statement like:

“In the next week I could use some help in finding contacts at

“In the next week I could use some help in finding leads at

“In the next week I could use some help in reviewing my resume”

At the same time each member is asked to bring in at least 2 job leads that are applicable to the group. These leads should not be readily available through papers or job boards. We are searching for the hidden job markets! In lieu of 2 job leads, 2 cans of food can be brought for donation to the O.U.R. center community food bank.

5:30 to 5:45 Informal networking within the group

Meeting Structure: This event is designed to help people get together, provide job-search related information, share experiences, share job leads, find out who's hiring and who's not, meet someone new and network, network.

Participation: Membership participation is key to the success of the Longnet mission. Members are expected to attend meetings, provide leads, network and promote the Longnet group to local companies that may have hiring needs.

Leads Definition: Leads are defined very openly but must pertain to the job hunt, the group, or someone in the group. This could take the form of information on a company that's hiring, that just moved into the area, that just received a big contract, that's laying off, etc. or networking events, workshops, services, etc. The lead has to be applicable to the group or attendees. This is easily identified, by referencing the list of attendees from the last meeting. This will give a good idea of what people are looking for.

LEADS THAT SHOULD NOT BE BROUGHT IN ARE: Leads that are readily available, such as job postings on Monster, Ads out of the Denver Post, etc. It's assumed that everyone has seen these and to bring them in would be a waste of everyone's time.

Note that other less known job-board postings, or newspapers ads that are not readily available to the group members are a judgment call on the presenter. If newspapers are not readily available, check out www.employmentwizard.com. This site covers most of the newspapers in the area.

Steering Committee: The steering committee is designed to support, operate and lead the group under direction of the chairman and the group leader (facilitator). The intent is to limit the committee size to 5-6 people and get a good cross-section of the membership to help insure that the overall needs of the members could be represented and not just focus on one area or industry.

The committee is designed to be a rotating committee with a minimum 3-month and maximum 6-month commitment, such that as members move back into the workforce, etc, new committee members will be added in. Committee members in the 3-6 month time frame should be working with the committee to find replacements for themselves. The group "leader" position is appointed (as a volunteer) by the chairman and the previous leader. Committee members cycling out of the committee may remain as advisors as needed.

Also, in keeping with the "team concept" a general group member may be asked (or volunteered) to become involved in certain administrative tasks. Such tasks may include:

- Soliciting and confirming speakers
- Establishing a calendar of meeting events
- Recording attendance
- Issuing passwords for web access
- Maintenance of website

Finally, the steering committee is intended to be used for advice, direction and to provide feedback to address any concerns on the team's direction.

ON-LINE COMMUNICATIONS SUPPORT

Longnet Website: The Website is www.Longnet.Org. It was established to provide on-line tools, services and messages to the Longnet membership. Members can submit their resume, review researched company information, link to job boards and view other resources such as advice on interviewing questions, links to recruiters, etc.

Access to this site is limited to **ACTIVE or Alumni** members of the Longnet Network Group. To become a member you must first attend a Longnet Network meeting. To remain an **active** member, you must come to 5 Longnet meetings per rolling quarter or have graduated into the workforce and moved into **alumni** status.

The Longnet website links to a larger website called Collectivenet, which combines the resumes, job postings and resources of several networking focus groups in a larger database that serves the Front Range. One must be a member of a participant networking group, such as Longnet, to access Collectivenet.

The Longnet website and its associated email alias (described below) are to be used to provide information specific to the Longnet group. This is to include:

- Meeting times, location and schedule changes
- Meeting attendance roster
- Email links to the entire Longnet group and to smaller focus groups within the Longnet membership.

Yahoo Groups email: A Yahoo Groups email networking location is set up at "<http://groups.yahoo.com/group/Longnet>. Once in the group you will be able to send and receive correspondence to the entire Longnet group with one email. Just send an email to Longnet@YahooGroups or visit the landing page at www.groups.yahoo.com/groups/Longnet.

The Collectivenet email alias functions in a similar manner, but sends information to the entire Collectivenet membership. Proper email protocol should be used with either alias.

To join either of these two yahoo email groups you must attend one of the Longnet meetings and request to be added to the yahoo group. This is done to control against unwanted spammers that try to join groups like this one.

Email Protocol: The following is a general guide-line when using the Longnet alias (email account). This protocol is intended to help control the potentially massive number of emails within the Longnet group.

1. The alias is used to communicate Longnet-specific information with the group and thus reaches those members who are unable to attend a meeting.

The Collectivenet alias is used to communicate jobs leads and solicit contacts from a larger audience.

2. The use of this method is highly encouraged. (If one has a question for the group, or simply searching for a contact, that is the primary purpose of the alias).

3. Personal communication (one-on-one) should be taken off line and handled directly, outside of the Longnet realm.

4. Responding to a general question posed to Longnet should be replied to directly to the originator whenever possible.

5. If a user makes a mistake and replies to "all" rather than just the originator make a mental note of this and move on. DON'T SEND OUT AN APOLOGY. This just adds another email to the system.

6. When sending out an email to the alias, be very clear in the subject line as to the topic of the email. For example "Introduction of new member John Doe" or "Project Manager Position at Ball" or "I need a contact at Seagate".

7. All emails should be addressing someone or something within the group on the topic of Job searching, etc... NO SPAM, NO PERSONALS, NO ADVERTISING!!!!

8. Emails that propagate through the system (threaded discussions) should be kept as small as possible. This means deleting attachments and the original email text

9. Complaints/Suggestions, etc should be emailed to the steering committee. See website for link to the steering committee.

FREQUENTLY ASKED QUESTIONS

- #1 – Will Longnet have the same speakers I've heard before??
A: Hopefully not. Longnet encourages participation. Attendees are expected to roll up their sleeves and engage in a team approach to finding and winning jobs. Speakers are only added to reinforce and sharpen skills. Follow-on exercises could be planned after each lecture.
- #2 – Why would anyone want to bring leads to the group. Aren't we all competing for the same jobs??
A: As you discover leads for yourself, some will interest you, others will not. For starters, contribute the ones which interest you less yet might interest someone else in the group. Pretty soon the others will be doing the same for you. Helping your neighbor turns into helping yourself.
- #3 Will Longnet find opportunities for community volunteering, boards of directors, and pro-bono consulting??
A: Always these activities look good on a resume. Over time, Longnet will build a database of such opportunities. Today however, the first priority is to the job seeker with an economic need for re-employment.
- #4 - Why are the meetings so often? Why are the meetings on Monday??
A. The meetings are Monday in order to help everyone jump-start their week of job searching. What better way to be in top gear all week long. The meetings are weekly in order to build continuity in skill development, in order to maintain a sense of urgency, and because job leads are stale 2 or 3 weeks after initially posted. The time to act is NOW.