

Community Business Alliance Partnership Agreement

This Agreement ("Agreement") is made and entered into on the date of form submission, by and between the Greater Hoosic Valley Community Business Alliance ("Alliance") and the Partner Small Business (PSB) that has filled out the form ("Partner"). The purpose of this Agreement is to outline the terms and conditions under which the Partner will participate in the Alliance, including responsibilities, benefits, and policies. This is a living document with the intent to be updated as needed. New versions will be available in the Partner Small Business Document Repository as they become available.

1. Responsibilities of the Partner

1.1 Active Participation: Partner agrees to actively share posts from the Alliance on their social media platforms and to submit requested information in a timely manner as part of their participation in the Alliance.

1.2 Community Engagement: Partner is expected to maintain a positive attitude and foster good relationships with the community and other partner small businesses.

1.3 Information Submission: Partner agrees to provide timely submissions for content requested for newsletters and other communications. Failure to meet submission deadlines will result in exclusion from that month's newsletter.

1.4 Meeting Attendance: Partner will have a voice at monthly meetings with the board of trustees and opportunities to lead initiatives. Monthly meetings also present opportunities for Partner to present about their business, share best practices, and mentor others.

1.5 Fee Waiver: The \$250 annual fee for joining the Alliance is waived for the first year for early adopters. The fee will be expected for participation in year 2, starting in June 2025, with payment due on a rolling basis according to the Partner's join date.

2. Benefits of Joining the Alliance

2.1 Shared Email Distribution List: Partner will have access to a shared email distribution list that all participants will send out to their lists for voluntary customer signups.

2.2 Social Media Spotlight: Partner will be spotlighted on shared social media posts by the Alliance on a quarterly basis at minimum.

2.3 Board Participation: Partner will have a voice at monthly meetings with the board of trustees and opportunities to lead important initiatives.

2.4 Monthly Newsletters: Monthly newsletters will be sent out to the shared email list and on social media. Partners may also send the newsletter to their own lists, but it must be shared in its entirety.

2.5 Feedback and Support: Partner will benefit from feedback and support from other small businesses, reducing the isolation of entrepreneurship.

3. Submission Deadlines and Newsletter Schedule

3.1 Newsletter Schedule: Newsletters are created two months in advance. The first newsletter will be sent out in August 2024, with submissions due by June 30, 2024.

3.2 Submission Deadlines: All other deadlines are on the 15th of each month, regardless of the day of the week.

4. Membership Requirements

4.1 Location: Partner must operate in the Greater Hoosic Valley Region or the owner must be an active member of the community.

4.2 Non-Redundancy: Businesses may be turned down for participation if their goods/services are redundant to current partners. A review by the entire board of trustees is required prior to rejection.

4.3 Participation Standards: Partners that do not participate satisfactorily will have opportunities to improve. Failure to improve will result in a one-year exclusion from the Alliance before being able to reapply.

5. Policies

5.1 Zero Tolerance Policies: The Alliance maintains a zero-tolerance policy for discrimination, sexual harassment, and bullying. Any violations of these policies will result in immediate termination of the partnership.

6. Agreement Term and Renewal

6.1 Initial Term: This Agreement is effective as of the date signed below and continues until June 2025.

6.2 Renewal: Participation in the Alliance for the second year requires payment of the \$250 annual fee, due on a rolling basis according to the Partner's original join date.