



Greater Boston Concierge Association **2015 Affiliate Membership Application**

Name: _____ Title: _____

Business: _____

Address: _____

_____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Number of years with the GBCA: _____

Please return this form and dues of \$275.00* by February 1, 2015

Membership requirements:

A business may be accepted as a member of the Greater Boston Concierge Association after submitting a letter of intent to the Membership Committee and the GBCA Board. Upon acceptance as a member by the Board, this application should be completed and returned.

The GBCA is a networking organization, and benefits to members include:

1. You may request a current membership list of all concierges and affiliate members
2. You will be invited to monthly meetings and other affiliate activities and events
3. You will have opportunities to network with concierges and other affiliate members
4. You will be invited to participate in the annual Tabletop Trade Show at a reduced rate

Your dues of \$275.00 per year are payable within 30 days from receipt of application renewal or notification of acceptance of application. Annual membership is from January 1 to December 31.

There are no reduced or rebated memberships for part of the year.

Affiliate membership resides in the business/organization. Each affiliate is permitted **only one representative member** to the GBCA; this position *is* transferable to another representative of the business/organization. Membership must be renewed by application each year with designation of the representative for that year.

Affiliates **must** attend three (3) meetings of the GBCA per year; this is a requirement to be a member in good

standing and to be eligible to vote for the Affiliate Representative to the Board of Directors of the GBCA.

As an affiliate member of the Greater Boston Concierge Association, you are expected to contribute to the organization in some fashion.

Please check the appropriate lines below:

- Food for meeting
- Space for Meeting
- Transportation for Meeting

Other _____

Return this form with a check and attached business card to:

Greater Boston Concierge Association

PO Box 52440
Boston, MA 02205

****The GBCA membership fees have been modified due to cost surge in the city of Boston, and increasing operational costs for the Greater Boston Concierge Association.***

This application must be signed on the second page of this application after reading the Requirements for Affiliate Membership.

Requirements for Affiliate Membership

1. All Affiliate applicants must present proof of licensing, certification, bonding and/or insurance as applicable to their particular business/industry if deemed necessary by the Membership Committee.
2. An Affiliate Member must attend a minimum of three (3) meetings during the membership term.
3. An Affiliate Member must be willing to devote their time, energy and resources to the Association when needed.
4. Affiliate Members, when representing themselves as members of the Greater Boston Concierge Association, shall conduct themselves in an ethical manner in business.
5. An Affiliate Member shall uphold a standard of professionalism and act promptly when dealing with an unhappy client. Common courtesy requires that appropriate and timely notice of action taken should be given to the concierge who referred said guest.
6. An Affiliate Member must work closely with members of the Association in a spirit of cooperation and friendship.
7. An Affiliate Member must pay all dues and agreed-upon fees in a timely manner.

I hereby certify that the information listed on this application is true. I also hereby agree to abide by the Standards of Professional Conduct and the Association's Charter and By- Laws as they now stand and as amended during the term of this proposed membership.

Please return by February. 1, 2015

I have enclosed a check for \$275.00 made payable to the Greater Boston Concierge Association and I have attached my business card.

Signature of Applicant

Date