

FREQUENTLY ASKED QUESTIONS

WHICH CHAMBERS ARE ELIGIBLE TO BE A FEDERATION PARTNER?

Any local or regional chamber in Maryland who is an active, dues paying investor in the Maryland Chamber and accepts, signs, and returns the Federation agreement.

WHAT IS THE COST ASSOCIATED WITH BEING A FEDERATION PARTNER?

There is no cost to be a Federation partner, provided the local chamber is an investor in the Maryland Chamber.

HOW DOES MY CHAMBER BECOME A FEDERATION PARTNER?

Sign and complete the agreement and partner information form and return them with your formatted Federation member list to Aaron Han at ahan@mdchamber.org.

WHY MUST I SIGN AN AGREEMENT TO BE A FEDERATION PARTNER?

The agreement allows for proper record keeping needed by the Maryland Chamber to accurately record which local chambers have chosen to participate along with a traceable count of Federation members.

WHO IS ELIGIBLE TO BE A MARYLAND CHAMBER FEDERATION MEMBER?

Any Maryland business with 10 or fewer full-time employees (FTE) that is a member of a local chamber of commerce participating in the Federation. The business will only be a Federation member of the Maryland Chamber while they are a dues paying member of a participating local chamber.

WHAT IF A FEDERATION MEMBER GROWS LARGER THAN 10 FTE?

If a federation member grows to exceed 10 employees, then they would outgrow the Federation membership and should be removed from further lists sent to the Maryland Chamber. If they wish to continue receiving membership benefits, they can join the Maryland Chamber of Commerce as a dues paying investor.

WILL THE FEDERATION MEMBERS BE PROSPECTED BY THE MARYLAND CHAMBER?

Federation member lists will not be used by Maryland Chamber staff as prospect lists. Investment opportunities in the Maryland Chamber will only be shared by the request of the Federation member.

WHAT IS THE POLICY ON PROTECTING MEMBER INFORMATION?

The information collected is stored securely and is never sold or distributed to third-parties by the Maryland Chamber of Commerce.

WHAT IS YOUR OPT-OUT POLICY?

Each email that is sent out from the Maryland Chamber of Commerce has an unsubscribe/opt-out feature, which upon being clicked will remove the individual from future emails. Federation members may also opt-out of any and all contact lists at any time by contacting the Maryland Chamber directly.

HOW WILL YOU MANAGE THE FEDERATION INFORMATION?

The Maryland Chamber has built two different communication options from which local chambers can choose:

Direct to Member (preferred): The Maryland Chamber is responsible for sending communications to the Federation members.

Direct to Local Chamber: The local chamber will be responsible for forwarding Maryland Chamber Federation communications received from the Maryland Chamber to Federation members. The local chamber agrees that time-sensitive information and materials will be passed along to members in time for prescribed action to be taken.

CAN I CONTROL WHICH INFORMATION THE FEDERATION MEMBERS FROM MY CHAMBER RECEIVE?

If you choose option 2 above, Direct to Local Chamber, you have the ability to review and make decisions on information before forwarding along to your small business members.

HOW OFTEN WILL YOU BE SENDING OUT INFORMATION TO THE FEDERATION MEMBERS?

The Maryland Chamber is sensitive to the amount of information that will be sent to Federation members understanding this will be in addition to information they receive from their local chamber. As with any communication schedule, this is subject to change, but routine communication would consist of the following:

Weekly: From the Halls, legislative update email update weekly during the legislative session

Quarterly: Communication highlighting upcoming events, programs, Federation benefits and discounts, etc.

As needed: Legislative “Call to Action” emails, event invitations and surveys

IF I CHOOSE THE “DIRECT TO LOCAL CHAMBER” OPTION, WHAT INFORMATION DO I NEED TO PROVIDE?

The number of Federation members at the time of joining the Federation, plus a yearly update so that the Maryland Chamber can keep an accurate record. *Please also provide contact details listed below.*

IF I CHOOSE THE “DIRECT TO MEMBER” OPTION, WHAT INFORMATION DO I NEED TO PROVIDE?

Send a quarterly list, in Excel, of all your Federation members with the information below in the provided template. Contact name, company name, email address and company address are required, but please include as much information as you are able.

INFORMATION FOR DIRECT TO LOCAL CHAMBER AND DIRECT TO MEMBER

Contact name (separated into first name / last name)

Contact title

Contact email address

Company name

Company address (separated into address, city, state, zip)

Company telephone

Number of employees

SIC description / type of business