



## UNITY BUSINESS NETWORK - AREA LEADER AGREEMENT

### PARTIES TO THIS AGREEMENT

This Agreement is entered into between:

**Unity Business Network**

Parklands, Cape Town, 7441

(hereinafter referred to as “the Network”)

And

**Area Leader Name**

---

**Area Leader Address**

---

---

(hereinafter referred to as “the Area Leader”)

**Area Leader Information:**

Full names and surname: 

---

ID Number: 

---

Contact Number/s: 

---

Email Address/s: 

---

Physical Address: 

---

### PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to establish clarity, alignment, and mutual understanding between the Network and its Area Leaders.

This Agreement serves as a framework to guide Area Leaders in hosting high-quality, professional, and inclusive networking events that are consistent with the values, vision, and standards of Unity Business Network.

By entering into this Agreement, the Area Leader commits to representing the Network with integrity, professionalism, and care, while delivering meaningful networking experiences that foster connection, collaboration, and sustainable business growth.

This Agreement becomes effective on \_\_\_\_\_ (“Effective Date”) and applies to the Unity Business Network Area operating within the following region:

**Designated Area:** 

---

**Unity Business Network**

Parklands, Western Cape, 7441 | [www.unitybusinessnetwork.co.za](http://www.unitybusinessnetwork.co.za)

Cell: 074 894 7777 | [helene@unitybusinessnetwork.co.za](mailto:helene@unitybusinessnetwork.co.za)



## 1. AREA LEADER RESPONSIBILITIES

1.1 The Area Leader shall establish, manage, and grow the Network Area within the designated region.

1.2 Area regions are traditionally defined; however, the Network reserves the right to appoint additional Area Leaders or restructure regions as required to support growth and operational efficiency.

1.3 The Area Leader agrees to actively promote, uphold, and embody the mission, values, and objectives of the Network as communicated by the Network from time to time.

1.4 The Area Leader shall plan, organise, and host networking events in accordance with the Hosting Standards and Guidelines set out in **Annexure A**.

1.5 The Area Leader shall foster a welcoming, inclusive, and professional environment for all members, guests, and prospective members.

1.6 The Area Leader shall act as an ambassador of the Network brand at all times.

## 2. INTELLECTUAL PROPERTY & BRAND USAGE

2.1 All intellectual property associated with the Network, including but not limited to logos, trademarks, branding assets, marketing material, templates, and proprietary content, remains the exclusive property of the Network.

2.2 The Area Leader may only use the Network intellectual property for approved promotional and event-related purposes.

2.3 No alterations, adaptations, or alternative uses of the Networks branding may be made without prior written approval.

2.4 The Network will provide the Area Leader with **one approved promotional advertisement per month** for event promotion.

2.5 Any additional use of logos, branding, or marketing material—whether printed or digital—requires prior written approval from the Network.

## 3. REPORTING REQUIREMENTS

3.1 The Area Leader shall provide regular written reports to the Network detailing:

Events hosted  
Attendance numbers  
Member engagement  
Challenges or concerns  
Feedback received

### Unity Business Network

Parklands, Western Cape, 7441 | [www.unitybusinessnetwork.co.za](http://www.unitybusinessnetwork.co.za)  
Cell: 074 894 7777 | [helene@unitybusinessnetwork.co.za](mailto:helene@unitybusinessnetwork.co.za)



3.2 Event attendance registers must be submitted electronically **within two (2) days** after each event.

3.3 The Area Leader shall capture key insights and member feedback and report these during scheduled reporting sessions.

## 4. FINANCIAL RESPONSIBILITIES

4.1 The Area Leader shall maintain accurate financial records relating to Area activities and events.

4.2 All the Networks events shall be listed and sold through the Networks official website, with payments processed via **PayFast** or another Network-approved payment gateway.

4.3 The Area Leader agrees that **ten percent (10%)** of all event fees collected (excluding fees paid by attending Area Leaders) shall be retained by the Network, with a **minimum contribution of R250 per event**.

4.4 The Network shall disburse the remaining event funds to the Area Leader **two (2) days prior to the event**, to cover approved event-related expenses.

4.5 No independent collection of event fees outside the approved system is permitted.

## 5. DURATION & TERMINATION

5.1 This Agreement shall remain in force until terminated by either party with **thirty (30) days' written notice**.

5.2 The Network reserves the right to terminate this Agreement immediately in the event of:

- Material breach of this Agreement
- Reputational damage to the Network
- Repeated failure to meet hosting or reporting standards
- Misuse of funds or intellectual property

5.3 Upon termination, the Area Leader shall:

- Submit a final report
- Return all the Networks property and materials
- Settle any outstanding financial obligations

## 6. GENERAL PROVISIONS

6.1 This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements or representations.

6.2 Any amendments must be made in writing and signed by both parties.

6.3 This Agreement shall be governed by and interpreted in accordance with the laws of the **Republic of South Africa**.

### Unity Business Network

Parklands, Western Cape, 7441 | [www.unitybusinessnetwork.co.za](http://www.unitybusinessnetwork.co.za)  
Cell: 074 894 7777 | [helene@unitybusinessnetwork.co.za](mailto:helene@unitybusinessnetwork.co.za)



## SIGNED

Signed at \_\_\_\_\_ on \_\_\_\_\_.

**For the Network**

\_\_\_\_\_

Name & Signature

\_\_\_\_\_

Signed at \_\_\_\_\_ on \_\_\_\_\_.

**Area Leader**

\_\_\_\_\_

Full Names & Signature

\_\_\_\_\_

## ANNEXURE A

### HOSTING STANDARDS & EVENT CHECKLIST

#### 1. Event Planning & Promotion

- Events must be planned and communicated **quarterly** to the Network.
- Minimum of **one (1) networking event per month** (January & December excluded).
- Adequate notice must be given to members.
- All promotions must align with the Networks branding and values.

#### 2. Event Schedule & Structure

- Clear agenda including:
  - o Welcome & introductions
  - o Structured networking
  - o Speaker/session (if applicable)
  - o Open networking
- Events must start and end on time.

#### 3. Accessibility & Inclusivity

- Venues must be accessible where reasonably possible.

### Unity Business Network

Parklands, Western Cape, 7441 | [www.unitybusinessnetwork.co.za](http://www.unitybusinessnetwork.co.za)  
Cell: 074 894 7777 | [helene@unitybusinessnetwork.co.za](mailto:helene@unitybusinessnetwork.co.za)



- Events must be welcoming to all genders, industries, and experience levels.

#### 4. Speakers & Content

- Speakers must align with the Networks values and audience.
- Content must provide tangible value (education, insight, inspiration).

#### 5. Networking Experience

- Adequate time must be allocated for networking.
- Encourage interaction and meaningful connection.

#### 6. Registration & Fees

- Registration must be simple and clear.
- Event fees must be communicated upfront.
- No cash or external payment collection.

#### 7. Communication

- Timely responses to member queries.
- Clear communication of updates, reminders, and changes.

#### 8. Feedback & Reporting

- Collect feedback after each event.
- Share insights with the Network.
- Submit attendance registers within 2 days.

#### 9. Record Keeping

- Maintain attendance, feedback, and financial records.

#### 10. Legal & Compliance

- Comply with all applicable laws relating to safety, health, and privacy.

#### 11. Event Evaluation

- Events will be periodically reviewed by the Network to ensure alignment with goals and standards.

### **Unity Business Network**

Parklands, Western Cape, 7441 | [www.unitybusinessnetwork.co.za](http://www.unitybusinessnetwork.co.za)  
Cell: 074 894 7777 | [helene@unitybusinessnetwork.co.za](mailto:helene@unitybusinessnetwork.co.za)



## **ANNEXURE B**

### **CODE OF CONDUCT – UNITY BUSINESS NETWORK**

All Area Leaders, members, speakers, and attendees are expected to uphold the following standards:

1. Treat all individuals with respect, dignity, and professionalism.
2. Foster an inclusive environment free from discrimination, harassment, or intimidation.
3. Promote collaboration, not solicitation or pressure selling.
4. Respect confidentiality of shared business information.
5. Avoid disruptive, offensive, or unethical behaviour.
6. Represent the Networks brand positively at all times.
7. Comply with instructions issued by the Network or Area Leader during events.

Failure to comply with the Code of Conduct may result in removal from an event, suspension, or termination of this Agreement.

### **Unity Business Network**

Parklands, Western Cape, 7441 | [www.unitybusinessnetwork.co.za](http://www.unitybusinessnetwork.co.za)  
Cell: 074 894 7777 | [helene@unitybusinessnetwork.co.za](mailto:helene@unitybusinessnetwork.co.za)