

Henrico Committee Overview

Mission

Business First – Greater Richmond and this committee’s activities are dedicated to supporting the success and growth of businesses in Henrico County. In coordination with development professionals at Henrico County and as representatives of the county, volunteers conduct face to face interviews with businesses to help better the understanding of individual company’s critical success factors and create a better business climate both in the county and the Greater Richmond region.

Goals

- Complete all company interviews assigned by Henrico County in a timely manner and gather company information in the format provided.
- Thank the assigned businesses for their commitment to and investment in the local economy.
- Through a face-to-face conversational style interview, gather company information and attitudes and opinions about doing business in Henrico County and the Greater Richmond Region.
- Assist the business community by creating a single point of contact for services and information at the Henrico County Economic Development Authority.
- Support Henrico County’s goal of 300 completed interviews by May 31, 2012 and provide feedback to the development staff on key issues affecting business.

Committee Meeting Calendar

Committee meetings are held monthly (fourth Wednesday) at 7:45 a.m. at the offices of the Henrico County Economic Development Authority, 4300 East Parham Road, Richmond. Participants are asked to select at least one, but no more than five companies to call on over the next month.

August 24, 2011
September 28, 2011
October 26, 2011
November 16, 2011
December 14, 2011

January 25, 2012
February 22, 2012
March 28, 2012
April 25, 2012
May 23, 2012



Member Guidelines

- As a member of the Business First Henrico committee, you are volunteering to meet with companies on behalf of Henrico County to conduct a face-to-face interview regarding their opinion on various services provided by the County and the region. In so doing, you will be representing Henrico County and helping to project a positive image. Your participation will enable you to provide an important community service to the county, learn of valuable resources and services available to the business community, and develop a network within the county. The promotion of your company is not your primary mission.
- Each committee member will be responsible for contacting and establishing meetings with his or her assigned companies. A letter of introduction, complete with a pre-addressed and stamped envelope, will be included with each packet. It should be sent by you prior to your visit informing the company contact that you will be calling them in the near future to set up a visit.
- Each member should try to make approximately three visits per month.
- Mail the letters as soon after each meeting as possible. Wait five days, and then call the company referencing the letter.
- When you contact the company, confirm the contact information (address, name, title, phone, email address, etc.) and tell them you would like to schedule a time to meet to complete the interview. Inform them that this is a chance for them to provide direct feedback about the County and to discuss any business issues that they would like to have addressed.
- Make every effort to arrange a personal interview instead of just sending them the questionnaire. If after three (3) calls you are not able to make contact, try (1) to interview another company spokesperson, (2) show up at the location, (3) bring the survey back to the next meeting to see if another volunteer has a contact with the company, or, as a last resort, (4) fax the questionnaire to the designated contact. Again, every effort should be made to conduct a face-to-face visit.
- Bring the completed interview forms with you to the next meeting to report on your visits. If you find you cannot attend the meeting, please try to deliver your work to Leonard Cake at the Henrico County Economic Development office in advance of the meeting date.
- If an issue or concern is uncovered during your visit that you feel requires immediate attention, do not wait until the next meeting. Instead, call or email Leonard or the committee co-chairs to advise us of the matter.
- If you find that the company you are assigned is no longer in business, please note on the sheet and bring it with you to the next meeting.
- We have ten (10) meetings scheduled throughout the program year cycle. If you miss two (2) meetings, you may be asked to resign from the committee.
- We do have a waiting list of those interested in volunteering on this committee. We understand that there are times when commitments cannot be met due to business or lifestyle changes. If you feel you cannot make the commitment required as stated above or cannot attend most of the meetings, please do not hesitate to make room for someone else.



Contact Information

Special Note:

This committee currently has a waiting list. Regular attendance is encouraged and nonattendance may result in you being asked to resign from the Committee to make room for others interested in participating.

Committee Co-Chairs

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Henrico County Economic Development Authority

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