



HOST RESPONSIBILITIES

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The CMX Core Values

Serve the Community

We listen to members, do what's best for them, and build spaces that are safe, diverse, and inclusive.

Raise the Bar

We push our personal boundaries to do the highest quality work possible.

Defend your Health

We set clear boundaries and standards, and we never sacrifice our personal health.

Practice Radical Candor

We default to transparency and give direct feedback early and often, and trust that we have each others' best interests in mind.



CMX + Bevy = The Perfect Pair

To help professional community builders thrive in their work, CMX provides world-class community programs and education. With an already thriving and multi-faceted online community, a well-read weekly newsletter, and a much-loved yearly Summit, CMX is the premier community for community professionals.

Bevy is a customer-to-customer community management platform, building products that brands use to build, grow and manage their offline user groups and event communities. Bevy makes it easy for companies to inspire their communities to meet in person, to turn product users into brand advocates, and to give back to the community. The Bevy dashboard powers user groups and community events all over the world, including CMX Connect.

As a CMX Connect Host, you will be affiliated with both Bevy and CMX. You will be a CMX Connect Host, building and making stronger the CMX Community, and Bevy is the tool with which you do this. You will be using the Bevy dashboard in your Host role: the creation of events, keeping track of community members, sending emails, and, if applicable, organizing payments.



Who are Connects for?

Hosting CMX Connects is an exciting opportunity to get involved in your local community.

CMX Connect events are for anyone and everyone who is building or managing a community, large or small, online or off, for business or pleasure. Connects fulfill the need for people involved in building, managing, and scaling community, to share actionable strategies and advice, and to build a supportive network. The best way to learn about community is to join one!

CMX Connect Host Responsibilities

The job of the CMX Connect Host is to plan and facilitate the CMX Connect events for your city on a near monthly basis. As the Host, you are the main point of contact for the community members in your city.

It is the expectation of CMX and Bevy that new Hosts will hold their first event within 45 days of joining the team.

1. Hosting 6-8 events per year

- We take into consideration how eager your community is, as well as natural slow periods in the year, and personal limitations.
- Typically, this requires about 2-3 hours of work per week

2. Use the CMX Dashboard

- Hosts must use the CMX Dashboard (events.cmxhub.com) to manage all event-related communication and planning.
- It is *imperative* that all event creation, RSVPs, member information, and anything else related to the event process is done within the CMX Dashboard.

3. Deciding the topic, securing the venue and speaker(s) for events

- It is the responsibility of the Host to choose and secure a venue and to select and secure relevant speakers/panelists, or to facilitate a roundtable discussion.

4. Fostering an open and welcoming environment to all who attend

- CMX Connects provide a space for everyone to come together, connect, learn, and grow with each other. We strive to create safe spaces for people regardless of race, gender and gender identity, sexual orientation, age, disability, physical appearance, or religion (or lack thereof).

*Please make sure your venue is wheelchair accessible.

5. Quarterly (or more frequent) Syncs with CMX HQ

- We believe open communication and dialogue between the Hosts and the CMX HQ team is invaluable. We will conduct quarterly (or more frequent if desired) syncs to discuss best practices, tips, and to have questions answered.

Host Benefits

We want to ensure the CMX Connect Hosts are set up for success. Our Hosts are building and growing community IRL, which can be a bit frustrating, and totally exciting, and kind of stressful, and incredibly rewarding.

Hosts are expected to host 6-8 events per year. If it is clear they are committed to this responsibility, the host will get:

1. Free access to CMX Academy (each course valued at \$499 USD) for all the Chapter Team.
2. Free entry into CMX Summit each year (a \$850 USD value), VIP events during Summit, and all other paid CMX events
3. Exclusive CMX Connect Host Swag
4. Access to the Global CMX Host Community in Slack
5. Google Workspace account (CMX hub email and more)
6. Joining a worldwide class community with more than 15,000 members in the entire global network.

**Bevy and CMX reserve the right to revoke or not provide these incentives if the Connect Host is not, or appears to not be meeting the expectations outlined on the page previous.*



Code of Conduct

We believe that community is the future of business. Those that build community need advanced resources, training, and a dedicated network to create this future.

This is the space where we build that future. Please take care of it with us.

Vision

CMX Connects are an amazing opportunity for community professionals of all stripes, and those interested in community to come together, learn, network, and share. We believe an explicit code of conduct is a great way to help us stay aligned with this goal and with our core values.

To make clear what is expected, all delegates/attendees, speakers, exhibitors, organizers, and volunteers at any CMX event are required to conform to the following Code of Conduct. Organizers will enforce this code.

The Short Version

CMX Connects are dedicated to providing a harassment-free event experience for everyone, regardless of race, gender and gender identity, sexual orientation, age, disability, physical appearance, or religion (or lack thereof). We do not tolerate harassment of Connect participants in any form.

All communication should be appropriate for a professional audience, including people of many different backgrounds. Sexual and other exclusionary language and imagery is not appropriate.

Be kind to others. Do not insult or put down other attendees. Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate for CMX Connects.

Attendees, sponsors, speakers, and staff violating these rules may be asked to leave an event at the sole discretion of the conference organizers.

Thank you for helping make these welcoming, friendly events for all.

The Longer Version

Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Participants asked to stop any harassing behavior are expected to comply immediately.

Sponsors, exhibits, or similar activities are also subject to the anti-harassment policy. In particular, sponsors should not use sexualized images, activities, or other material. Staff, including volunteers, should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.

Be careful in the words that you choose. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. Excessive swearing and offensive language are not appropriate for CMX Connects.

If a participant engages in behavior that violates this code of conduct, the Connect Host may take any action they deem appropriate, including warning the offender or expulsion from the event.

Contact Information

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact luca@bevy.com.

Procedure for Handling Harassment

1. Report the harassment incident, preferably in writing, to a staff member. All reports are confidential.

When reporting to staff, try to gather as much information as available, but do not interview people about the incident. Staff will assist you in writing the report and collecting information.

The important information consists of:

- Identifying information (name/company) of the participant doing the harassing.
- The behavior that was in violation.
- The approximate time of the behavior (if different than the time the report was made).

- The circumstances surrounding the incident.
- Other people involved in the incident.

Bevy employees are well-informed on how to deal with the incident and how to further proceed with the situation.

If everyone is presently physically safe, involve law enforcement or security only at a victim's request.

If you do feel your safety is in jeopardy, please do not hesitate to contact local law enforcement by dialing 911.

Privacy Policy and Terms of Service

For the full documentation, please visit our [privacy policy](#) and [terms of service](#).

Guidelines

1. Promotion:

- **Do:** share industry-defining learnings, questions, and resources and include context around why you're sharing them with the community.
We reserve the right to determine whether something is "industry-defining" and may ask you to categorize it as a different topic.
- **Do not:** share links to articles written, products offered, or any resource created by you or your employer, or ask someone else to promote your link for you.
With the exception of community centred social pages, eg. a Connect Facebook page for your city.

2. Conflict:

- **Do:** challenge the idea and engage in thoughtful debate.
- **Do not:** attack the person.

3. Requests for Help:

- **Do:** come to this community when you have questions, need feedback, or are looking for ideas.
- **Do not:** ask for help promoting something or contributions for your own projects unless the project is for the CMX Connect community specifically.



License for Code of Conduct

This Code of Conduct was adopted from the example policy from the [Geek Feminism Wiki, created by the Ada Initiative and other volunteers](#), which is under a Creative Commons Zero license.



Questions? Concerns? Want to chat?

We are here to help!

CMX Connects are all about encouraging communities to learn and grow with each other. We want to hear your questions and concerns, any challenges you faced, and any opportunities you see. We will always reply as quickly as possible.

Contact Luca at luca@bevy.com!