

PRESIDENTIAL VISIT

With the mentorship programme we are running out the BNI Passport. Each new member will receive a passport to complete and part of this is to arrange a meeting with each member of the Leadership Team. Below are the topics you need to discuss with them and some notes to help you along.

1.) LEADERSHIP TEAM ROLES

a) The President is responsible for:

- Running the weekly meetings according to the BNI Agenda and keeping the members involved;
- Heading the entire Leadership Team to lead and assist them in fulfilling their roles effectively;
- Doing the New Member Orientation;
- Welcoming the visitors to the meeting when they arrive;
- Contacting the BNI Director if the chapter has problems or questions;
- Setting goals for, inspiring and leading the chapter as a whole.

b) The Vice-President (VP) is responsible for:

- Running the meeting in the absence of the President;
- Recording the statistics/participation records of the chapter (The PALMS report);
- Overseeing the Membership Committee (MemCom) and chairing the VP-Membership Committee meeting the last week of every month;
- Reporting the meeting statistics to the chapter during the VP-Report.

c) The Secretary/Treasurer (Sec/Treas) is responsible for:

- Running the meeting in the absence of both the President and the Vice-President;
- Maintaining the chapter speaker schedule and introducing the Featured Speaker each week;
- Reporting on upcoming renewals each week;
- Giving the Visitor Statement about how to join and the costs involved;
- Ensuring that the members' contact details on BNI Connect are correct;
- Collecting the breakfast fees and managing the chapter bank account.

d) The Membership Committee (MemCom) is responsible for:

- Screening applicants to the chapter and informing the members of applications pending;
- Evaluating the participation and compliance to the BNI Policies of existing members;
- Reviewing attendance records and implementing the Attendance Policy;

- Evaluating written complaints about members;
- Evaluating members up for renewal.

e) The Education Co-ordinator (EdCo) is responsible for:

- Ensuring that the members are given information about a BNI related technique, skill or strategy at each meeting;
- Co-ordinating a chapter library and accolade book;
- Can elect another member to present the Educational Slot.

f) The Visitor Hosts (VH) are responsible for:

- Welcoming visitors, helping them complete the sign-in sheet and taking their breakfast orders;
- Shortly explaining the agenda and weekly presentation;
- Introducing visitors to members (especially the members within their Contact Sphere);
- Arriving at the meeting at least 15-20 minutes early to set up;
- Conducting the visitor orientation after the meeting – explaining the application form and process.

g) The Growth Co-ordinator is responsible for:

- Facilitating the planning process of the chapter growth as well as monitoring and coordinating the necessary action steps in order to have consistent and steady growth;
- Assisting with the planning of visitors' days and other growth-oriented events.

h) The Mentor Co-ordinator (MenCo) is responsible for:

- Ensuring that new members are given the BNI Passport and helping them complete it;
- Identifying members within the chapter that are struggling and assist them;
- Overseeing the Mentorship Programme.

2.) MEETING AGENDA

The agenda is the programme of a theatre production. The meeting is the show where the benefits of BNI are presented to the visitors. Once they can see what it is about, they can make an informed decision about joining.

- The Agenda is FIXED – it may not be changed (added to, taken from or rearranged);
- The importance of Open Networking – this is not a leeway on the start of the meeting (Members should arrive before 7am, not during Open Networking);
- The Business Card Box – All members should always have cards in the box;
- Weekly Presentations – whatever time is given for this (whether 60 seconds, 50 seconds, etc.), it is important to stick to it (use up the time, but do not overrun);
- Featured Presentation – No questions are allowed during this time, so arrange a 1-2-1 with the member;



- “I Have” Section – This is not Part 2 of the weekly presentations (another opportunity to train about or sell your services or products), it is to relate your BNI activity, so keep it short and simple.

3.) POSSIBILITY OF SERVING ON THE LEADERSHIP TEAM

- How the Leadership Team is chosen:
The Directors, with the help of the current President, chooses the new President of the chapter. The President, with the approval of the Director, then chooses the rest of the team.
- Serving on the Leadership Team is voluntary, but remember the benefits:
 - It increases your visibility and credibility if done correctly;
 - You have a direct influence on the success of the chapter;
 - If you serve as President, VP or Sec/Treas, you have the added benefit of having your fees frozen for your term – if all the duties are performed correctly.