

SECRETARY/TREASURER RETREAT

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.) COMPLETION OF THE BIO SHEET

- The bio sheet helps the Secretary/Treasurer (Sec/Treas) to introduce the featured speaker to the members. This gives the members some personal information so that the speaker can use their allotted time (5 or 10 minutes) to teach members about their business and not waste their time with unnecessary, albeit nice-to-know, information.
- The bio sheet can be downloaded from BNI Connect under the documents section, or the Sec/Treas will email it to the speaker.
- Make sure the Sec/Treas receives the bio sheet at least one week before the meeting and make sure the information is legible.

2.) PAYMENT OF BNI ACCOUNTS

a) Membership fee account (BNI account)

This is only for membership fees – it will only be used when you join and again when you renew. The invoices are sent out by the Regional Office.

b) Breakfast fees (Chapter account)

Most chapters have their own accounts for the breakfast fees. These are kept by the chapter and is not administered by BNI. The invoices for breakfast fees are sent out by the chapter, usually by the Sec/Treas.

3.) BNI CONNECT PROFILE

- Soon after the member has joined BNI, they will receive an email with a temporary username and password with which to log into BNI connect;
- Once they have done this, they can create their own username and password;
- If they have not received this email, please contact Regional office to re-send the email;
- Now the member can start to build their profile (much like Facebook) and become more visible;
- Go for BNI Connect training to make the most of your profile.