

MEMBERSHIP COMMITTEE SESSION

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.) SUBSTITUTE PROGRAMME

- Out of sight, out of mind. A substitute keeps you in the members' minds.
- A substitute can be someone from work, a friend, a family member or a client. Having a client as a substitute to sing your praises could be good.
- If a substitute has their own business, they are not allowed to do a weekly presentation to promote their own business, but they are welcome to talk about it before and after the meeting.
- Send a prepared weekly presentation to the substitute about a day before the meeting so that he/she can practise it.
- Ensure that the substitute knows what to expect (how the meeting is run, having breakfast, arriving on time, timed presentation, when to speak, etc.). It might be a good idea to bring your substitute along as a visitor or a guest if they are from your business once to show them what to expect.
- Pay for your substitute's breakfast as they are doing you a favour.
- A member from your own chapter CANNOT substitute for you.

2.) VISITING OTHER CHAPTERS

- You are allowed to visit other chapters, but you may only visit the same chapter twice in a six month period.
- Inform the President of the chapter you want to visit that you will be visiting – you can find the details on the chapter website. You will also find a link on the chapter website that says "Visit chapter" that can be completed.
- You are welcome to do your weekly presentation at the chapter you visit IF your services or product are not in conflict with any of the members at that chapter. If there is a member of the same classification, you may stand up, introduce yourself, mention you do the same as that member and sit down.
- Visiting another chapter does not mean you do not need to attend your own chapter meeting. If you want to visit a different chapter that meets on the same day as yours, you need to arrange a substitute or you will be marked absent.

3.) ATTENDANCE POLICY

- You are allowed three absences in a 6-month period that runs from 1 Apr – 30 Sept and from 1 Oct – 31 March.
- These absences are for emergency purposes only.
- Being late, or leaving early, 4 times counts as 1 absence.
- Attendance is critical both for you and the chapter. If you do not attend, you damage your credibility and therefore the number of referrals you receive will

drop. If the chapter has a lot of absent members, the production for the visitors lacks actors and the experience is not what it should be, which means they will be less likely to join, which leads to less members, less referrals and less business for you.

- The Membership Committee is responsible for following up on absences:
 - A first absence – a phone call and e-mail
 - Second absence – a phone call and the First Warning letter is e-mailed
 - Third absence – a phone call and the Second Warning letter is e-mailed
 - Fourth absence – Probation or the termination of membership
 - Fifth absence – Termination of membership if the member was put on probation with the fourth absence
 - Bear in mind that being late or leaving early adds up to absences that can lead to termination of membership.