

Leadership Team Roles & Responsibilities

President

Facilitates a smooth, timely meeting by following the BNI® Weekly Meeting Agenda focused on educating the visitors about BNI®; facilitates monthly Leadership Team Meetings; ensures all leaders are fulfilling their responsibilities; provides direction and motivation for the Chapter to meet its goals; communicates weekly with the Director Consultant.

Vice President

Manager of the Membership Committee; conducts monthly Membership Committee meetings to ensure all Membership Applications are being reviewed and issues are being handled in a timely manner; submits the PALMS reports following each meeting; enforces the attendance policy by making follow-up phone calls; helps motivate the Chapter to achieve its goals.

Secretary/Treasurer

Maintains speaker rotation for presentations on BNI Connect®; announces the speakers; tracks and collects venue fees, if applicable; provides direction to the Chapter.

Membership Committee

Reviews and selects applicants for membership in the Chapter by conducting interviews, checking references and holding a One-to-One with the applicant; follows up on attendance by making friendly phone calls to reinforce the attendance policy; make decisions related to issues that may arise with Chapter members.

Visitor Hosts (Open and Closers)

Make a positive first impression on the visitors and substitutes of the Chapter by greeting them with a friendly face, introduce them to Members and give a brief overview of what to expect during the meeting; provides visitor packets that include a Membership Application; conducts an orientation for all visitors after the meeting; records visitors and substitutes in BNI Connect®; follows up with the visitors after the meeting.

Education Coordinator

Prepare a 2- to 3-minute Education Moment dedicated to reminding Members about BNI® Policies, goals, successes, etc.; works closely with the President and other leaders to address in a timely fashion issues specific to the Chapter (i.e. inviting more visitors or the attendance policy).

Growth Coordinator (May be part of MC)

Works with the Membership Committee to help market the Chapter to new prospects and the community; prepare for events such as Visitor Days, Open Houses and regional events; works with Chapter contact spheres to plan focus days, announces networking events in the community.

Mentor Coordinator

Makes sure each new Chapter Member completes the Mentor Program by helping the new Member set up One-to-Ones with specific Members who can help them with specific mentoring topics; ensures each mentor has the one page guide to the mentoring topic they are to cover with the new Member; follows up with the new Member weekly to ensure progress is being made.

Communications Coordinator

Responsible for keeping the Chapter webpage updated with Chapter news; ensures activity on the Chapter social media sites is reaching the Chapter goals, coordinates the “Weekly Plan-It” for each meeting.

