



Chapter Roles

| Title | Attributes | Responsibilities |
|-----------------------------------|---|--|
| President | Good Communication Follows BNI Policies & Procedures Leads by Example Upbeat & Organized Can Lead a Team | Selects the Vice President and Secretary/Treasurer Selects the Visitor Hosts & Education Coordinator and ensures they know their duties Runs a Great Meeting (starts & ends on time) Coordinates total chapter activities Hosts monthly Leadership Team meeting Completes short Monthly Report online Orders Supplies online Attends Leadership Training & Leadership Roundtable |
| Vice President | Good Communication Follows BNI Policies & Procedures Can Lead a Team Leads by Example Able to separate personal feelings from process Computer-comfortable | Selects the Membership Committee & Mentor Coordinator and ensures they know their duties Enters chapter's weekly data online (this is the monthly report required); recognizes results Conducts Monthly Membership Committee Meeting Asks "How can I help?" and "What's in the best interest of the chapter long term?" Attends Leadership Training & Leadership Roundtable |
| Secretary/ Treasurer | Comfortable handling money Follows BNI Policies & Procedures Good Team Member | Selects the Event Coordinator Enters new members into website Mails Monthly Report to BNI Office with applications & membership fees Schedules & Introduces Speakers Attends Leadership Training & Leadership Roundtable |
| Visitor Hosts (3) | Friendly Helpful Follows BNI Policies & Procedures | Greets and informs visitors about the meeting and their participation Introduces visitors to members Need a couple to arrive early; one to enter visitors in website and make follow-up phone calls to answer questions Accesses web-based and teleconference training |
| Membership Committee (2-4) | Good Team Member Able to separate personal feelings from process Maintains confidentiality Follows BNI Policies & Procedures | Screens new members; processes applications Checks category classifications for overlap Evaluates member participation Handles complaints (according to BNI process) Meets monthly as a Committee chaired by the Vice President; monitors chapter growth Asks "How can I help?" and "What's in the best interest of the chapter long term?" Accesses web-based and teleconference training |
| Education Coordinator | Informative Upbeat | Shares (or coordinates) weekly networking tips for presentation to members Coordinates appropriate content to support chapter goals Accesses web-based resources and teleconference training |
| Mentor Coordinator | Supportive, helpful Coach-like | Coordinates orientation for new members Pairs new members with mentors and monitors progress In touch with Membership Committee and Leadership Team to anticipate chapter support Accesses web-based and teleconference training |
| Event Coordinator | Supportive, helpful | Coordinates Visitor Days (Spring and Fall) Plans chapter social events Informs chapter of BNI planned trainings and activities Accesses web-based and teleconference training |