

LEADERSHIP TEAM MEETING

Monthly Meeting Agenda

This is an outline of the topics that Leadership Teams should cover at every monthly meeting. There also will be current ad-hoc issues that the team will need to discuss.

Chapter Name _____ Meeting Date _____

Submitted by _____

1. **Discuss the Chapter's Goals** for the (a) numbers of members, (b) visitors and (c) referrals. **Evaluate the progress achieved** toward meeting these goals, consistent with what has been reviewed and agreed to with your BNI Director.

Discuss other activities or steps that the chapter will take toward meeting these goals.

Record progress of the chapter toward meeting these goals here:

Goals for the month of _____	Target	Results Achieved
No. of Members in the Chapter	_____	_____
No. of Visitors in the month	_____	_____
No. of Referrals per member per week	_____	_____

2. Update the **recruiting priority list** of the **Chapter's most-wanted 5 to 10 business categories**. Have the Membership Committee announce the most wanted list as part of the weekly Membership Committee report. E-mail this list to your BNI Director.

3. The **Vice President should circulate the last Membership Committee minutes** and **summarize their decisions/actions** relating to: Applications, Pending Renewals, Member Participation, Contentious disputes, etc.

4. **Other issues** discussed: _____

5. Any **concerns** of the Leadership Team: _____

6. Review of the Chapter Bank Account: _____

7. Action required by the BNI Director: _____

Please fax to your BNI Director and to the Regional Office within 24 hours of the Leadership Team Meeting.