

## NEW MEMBER ORIENTATION

All new members must attend the Member Success Program (MSP) training in their region within the first 60 days of their membership. Only after attending the MSP training may the new member be added to the "speaker rotation" for the chapter. Any new members not attending the MSP training within the first 60 days after being inducted into the chapter will be subject to having their classification opened by the Membership Committee. At MSP, new members are briefed and trained on the responsibilities of membership within BNI.

In the meanwhile, the chapter President should **conduct or delegate** to another (usually the Mentor Coordinator) a brief 10-minute orientation after the meeting at which the new member is inducted into the chapter. This brief orientation must cover the following:

1. Explain the contents of the **New Member Packet** given out during the meeting.
2. Discuss the **orientation CD** and ask them to listen to it before the next meeting.
3. Remind them that **regular attendance, arriving on time, and staying for the entire meeting is mandatory** to maintain their membership.
4. Encourage a **positive contribution** from all members at every meeting.
5. Briefly discuss the **Sales Manager Moment presentation**.
6. Discuss the use of **referral slips** and how to correctly complete them.
7. Discuss how to use the **business card file** effectively and the importance of keeping the cards up to date.
8. Review the **Code of Ethics** and **BNI Policies**.
9. Discuss **meeting fees**.
10. Tell the new member(s) when and where the next MSP sessions will be held and on how to register for MSP.
11. Explain that the **Givers Gain** book tells of BNI's traditions and encourage the new member to read the book as soon as possible.
12. Answer **any questions** they have.

\* Refer to the New Member Orientation Form, which is located in Section 8: Forms/Field\*