

PRESIDENT'S RESPONSIBILITIES

When the President, Vice President & Secretary/Treasurer fulfills **all responsibilities** throughout their term, they will receive compensation for their fees. The compensation fees are to cover minor out-of-pocket expenses such as postage and phone calls. Service on the Leadership Team is a minimum six-month commitment beginning on April 1st or October 1st of each year. The term is renewable once in succession for this position if approved by the **Director**. **Each member of the Leadership Team must have one or more months in remaining fees in order to accept the position.**

In order to be on the Leadership Team, the President must read and sign the Leadership Team Agreement BEFORE taking over the position and having his or her fees compensated. Each member of the Leadership Team **must attend** Leadership Training held in March and September of each year. Leadership training is REQUIRED. **The Leadership Team must meet every month to evaluate the chapter.**

All materials relating to the Leadership Team and the management of the chapter MUST be returned to BNI at the end of the term.

As President, you are responsible for a number of activities:

1. Run each meeting of the chapter **according to the BNI Agenda and Policies**. Notify the Vice President to run the meeting in your absence and get the chapter supplies to them.
2. Prepare the Chapter Agenda for each meeting and insure that there are sufficient copies for members and visitors.
3. Select three members (larger chapters need more) as the **Visitor Hosts**. Each week these members set up the visitor information table before the start of open networking and will welcome and introduce visitors to members. Encourage the visitors to make a decision regarding submitting an application during the meeting to lock out their competitor upon acceptance. Ask visitors to stay at the tail end of the meeting for Visitor Orientation. Be sure a qualified Visitor Host who is a good closer conducts this and calls all qualified visitors no later than two days after their visit to thank them for coming.
4. Select a member to be the **Education Coordinator** for the next six or 12 months. This person is responsible for Networking Education each week or delegating it to another member of the chapter.
5. Choose a **Mentor Coordinator**. The function of the Mentor Coordinator is to conduct the New Member Orientation, should you have delegated that responsibility to her/him and to also assess each new or struggling member's needs and to match that need with a coach.
6. Appoint and oversee the chapter's **Event Coordinator**. This person is responsible for coordinating the chapter's "extra curricular" events.

7. Prior to the 1st meeting of the month, identify previous month's chapter leaders from BNIWMASS and prepare a suitable presentation for them.
8. Select the Vice President and make sure that the **Vice President** accurately inputs the PALMS data in BNIWMASS and reports the averages each week. The President also makes sure the Vice President chairs an effective Membership Committee.
9. Select Secretary/Treasurer and make sure that the **Secretary/Treasurer**:
 - A. Keeps a current speakers list.
 - B. Ensures that the members are informed of the dates they are expected to present.
 - C. Reminds the speaker to bring a door prize.
 - D. Keeps accurate records of membership fees.
 - E. Supervises meeting fees.
 - F. Gives a copy of the bank statements monthly to the President and Vice-President.
 - G. Sends approved new member applications, renewals, and fees to the BNI office **within 24 hours of the weekly chapter meeting!**
 - H. Gives a copy of the Bank Statement to the Leadership Team monthly.
10. Contact your BNI Director immediately if the chapter has any problems or questions.
11. Use **Meeting Stimulants** and ideas from the **Chapter Tool Kit** as and when appropriate.
12. Responsible for **listing the chapter's meeting date and time** in a **local newspaper's community calendar section** regularly. Sample: The _____ chapter of BNI meets every _____ at _____. Meetings are held from 7:00 am until 8:30 am and visitors are welcome. For information or a reservation to attend, please call at _____.
13. Responsible for maintaining the contents of the chapter supplies according to the checklist provided in this manual.
14. Conduct a New Member Orientation after the meeting and inform new members that they will be informed to enroll into a full New Member Orientation/Member Success Program within 60 days.
15. Arrange a monthly Leadership Team meeting to evaluate progress within the chapter.
16. If the President is going to be away next week, arrange to have the chapter box at the meeting and advise the Vice-President.