

Secretary/Treasurer's Weekly Checklist

EVERY WEEK: Give your reports and, if there are any visitors, include the verbatim statement below about the fees to join.

Ensure that there are up to date chapter roster sheets from BNIWMASS on the sign-in table or distributed to every seat.

Enter details of any eligible first time visitors into BNIWMASS and any current member contact changes.

Be sure to pass the chapter copy of any new member applications or renewal applications to the Vice President/Membership Committee for their approval.

Report any new or dropped members to the Membership Committee and your BNI Regional Office.

Call upcoming speakers to remind them of their speaker's date and to bring a gift-wrapped door prize.

Read the following VERBATIM statement.

"For the prospective members here today, we welcome you and invite you to submit an application for membership to lock out your competitors upon your acceptance in the chapter by your Membership Committee. Along with your application, you will need to submit your registration fee (_____) and your membership fee (_____). In addition the chapter meeting fees are (____). You may pay with Visa, MasterCard, Discover, American Express, Cash, or Check.

"You will need to have a member sponsor you into the chapter. You need to complete the membership application form. When filling out your application, please make sure it is complete before submitting it with your payment to our Membership Committee for their review. You will be notified before the next meeting of the status of your application. If you have any questions, they will be answered at the visitor orientation after the meeting."

EACH MONTH:

WEEK 1:

Collect fees and renewal application forms from all members who are coming or over due. Remind them that the Membership Committee needs to approve all renewal applications and that renewals not paid by the end of this meeting are subject to a late renewal fee.

Within 1 day after the first meeting, mail to your BNI Regional Office any fees collected and the top copy of any approved new applications. Attach a business card from the new member.

Announce all members whose fees will have expired by the 1st day of the following

month and begin collecting fees during the current month, for those members. Have all fees COLLECTED by the last meeting of the month from all members whose fees expire by the 1st day of the following month.

WEEK 2 & 3:

Report to the chapter those **members still owing fees** or those who have been dropped.

Collect late fees with the late fee and renewal forms. Send these along with any new applications and relevant fees to your BNI Director within one day after the meeting.

Begin reporting who owes fees next month.

WEEK 4:

Report on who owes fees next month and begin collecting fees. If money is collected, mail with relevant application or renewal forms.