

VICE 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 Vice 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.**

The Vice President is responsible for a number of activities, including the following:

1. In the absence of the President, running each meeting of the chapter **according to the BNI Agenda and Policies.**
2. **Printing out blank PALMS report** from the BNIWMASS prior to each meeting for purpose of recording PALMS data at each meeting.
3. **Recording attendance and participation records** each week on the blank form. **Recording the PALMS data for every meeting on BNIWMASS within two days of the meeting.**
4. **Reporting to the chapter regularly** on the AVERAGE number of monthly referrals and visitors brought to the organization.
5. **Informing your BNI Director and the Regional office of any changes in membership in the chapter** that are not reflected in BNIWMASS. Also inform your BNI Director of any new member applications that are not accepted by the Membership Committee.
6. **Chairing the Membership Committee** and assigning tasks and responsibilities to the members of that committee. The Vice President appoints a minimum of two members for the term of office. A monthly meeting must be held to discuss member participation, attendance, membership issues, and chapter projects. All renewing members must be reviewed and approved by the Membership Committee prior to their renewal month. The Vice President is responsible for ensuring that all members of the committee are trained.
7. Sending in **Monthly Membership Committee Reports** to BNI Director.
8. Assisting the chapter President as necessary.
9. Responsible for ensuring that the Membership Committee Control Letters are sent.