

BNI[®] Leadership Team Positions

This is a general sketch of the leadership opportunities available within each BNI[®] Chapter. Successful Chapters are run by dedicated Members who show enthusiasm and display positive, supportive attitudes. Leadership terms last one year from October 1 to September 30. Leadership Team Training is required for all positions and some positions require meetings outside of the regular BNI Weekly Meeting Agenda.

President

Responsibilities: Facilitates a smooth, timely meeting by following the BNI[®] Weekly Meeting Agenda focused on educating the visitors about BNI[®]; facilitates monthly Leadership Team Meetings; ensures all leaders are fulfilling their responsibilities; provides direction and motivation for the Chapter to meet its goals; communicates weekly with the Director Consultant.

Skills/Attributes: Can run the BNI[®] Weekly Meeting Agenda without reading from a script so that the meeting has good energy; effectively delegates to the leaders in other roles; must have computer skills and check email regularly.

Vice President

Responsibilities: Manager of the Membership Committee; conducts monthly and brief weekly Membership Committee meetings to ensure all Membership Applications are being reviewed and issues are being handled in a timely manner; keeps accurate records of attendance, referrals given and received, visitors, One-to-Ones and closed business; enforces the attendance policy by sending out letters as proscribed and assigning Membership Committee Members to make follow-up phone calls; helps motivate the Chapter to achieve its goals.

Skills/Attributes: Appreciates how BNI[®] Policies support the success of the Chapter; consistently enforce policies and lead a team to make decisions; pays attention to detail; effectively delegates to the Membership Committee and follows up to ensure actions are being taken; timely complete action items (i.e. weekly PALMS reporting); must have computer skills.

Secretary/Treasurer

Responsibilities: Tracks, announces and collects new and renewal application and participation fees; maintains speaker rotation for presentations on BNI Connect[®]; announces the speakers; tracks and collects venue fees, if applicable; provides direction to the Chapter.

Skills/Attributes: Is reliable and trustworthy to handle Chapter funds; has good attention to detail; timely at completing action items (i.e. weekly/monthly deposits and balancing of Chapter funds); must have computer skills.

Membership Committee

Responsibilities: Reviews and selects applicants for membership in the Chapter by conducting interviews, checking references and holding a One-to-One with the applicant; follows up on attendance by making friendly phone calls to reinforce the attendance policy; make decisions related to issues that may arise with Chapter members.

Skills/Attributes: Appreciates how BNI[®] Policies support the success of the Chapter; consistently enforce policies and make decisions; timely complete action items.

Visitor Hosts (Open and Closers)

Responsibilities: Make a positive first impression on the visitors and substitutes of the Chapter by greeting them with a friendly face, introduce them to Members and give a brief overview of what to expect during the meeting; provides visitor packets that include a Membership Application; conducts an orientation for all visitors after the meeting; records visitors and substitutes in BNI Connect®; follows up with the visitors after the meeting.

Skills/Attributes: Is prompt and values being early; has a positive outlook; enjoys finding commonalities and connecting people when greeting visitors; is good at answering visitor questions about BNI® and overcoming objections when conducting the visitor orientation; must have computer skills and check email regularly.

Education Coordinator

Responsibilities: Prepare a 2- to 3-minute Education Moment dedicated to reminding Members about BNI® Policies, goals, successes, etc.; works closely with the President and other leaders to address in a timely fashion issues specific to the Chapter (i.e. inviting more visitors or the attendance policy).

Skills/Attributes: Has good communication and public speaking skills; enjoys learning and sharing information; helps motivate people to reach goals; must have computer skills and enjoy researching topics.

Mentor Coordinator

Responsibilities: Makes sure each new Chapter Member completes the Mentor Program by helping the new Member set up One-to-Ones with specific Members who can help them with specific mentoring topics; ensures each mentor has the one page guide to the mentoring topic they are to cover with the new Member; follows up with the new Member weekly to ensure progress is being made.

Skills/Attributes: Is comfortable connecting new Members with existing Members; can follow a proven process; is organized enough to know where different new Members are in the process of completing the mentoring program; must have computer skills.