



## **Membership Committee Member: Attendance & Substitutes**

New members need to understand two areas of success early in their membership: The Attendance Policy and the Substitute Program. This will be the primary topic of your One-to-One with the new member. The BNI® content should only take 10-15 minutes to complete. The balance of the hour should be used to get to know one another and build a referral relationship.

### **BNI® General Policy #5: Attendance**

Every new member must understand the Attendance Policy if they are going to stay in the chapter. A member may not miss more than three meetings in a rolling six-month period. Upon their fourth absence their classification may be opened by the Membership Committee.

BNI® makes it easy to be in attendance by using the Substitute Program.

### **Substitute Program**

Members can have a qualified substitute to attend the meeting for them in the event they cannot make the meeting. The best substitutes are those who can benefit the chapter the most. The best substitutes are your customers who can speak very positively about the new Member's business. It is also nice if different substitutes are utilized so that the chapter can have the opportunity to expand their network when you need to get a substitute.

BNI® General Policy #12: In case of problems with a member, Membership Committees may, at their sole discretion, put a member on probation relating to the member's business practices or commitment to the chapter.

Assist the new member in identifying five qualified substitutes. Encourage the new member to invite their substitutes to the meeting prior to needing them as a substitute. Making the substitute feel comfortable with BNI® System and meeting process in advance will increase the likelihood that a substitute will show up when needed.

*Sign the Passport once this section is completed.*

