



#1 - President or Past President: Roles, Agenda, Expectations & Weekly Commitment

During the One-to-One with a new member it is important that you lead the initial conversation. Many new members don't know what they don't know. They are not sure what is important. 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.

Have a copy of the BNI® Member Policies available during your One-to-One.

Leadership Team Roles

- President – Facilitates the meeting
- Vice President – Oversees the Membership Committee and tracks attendance
- Secretary/Treasurer – Manages chapter fees as well as collects BNI® membership dues
- Membership Committee – Enforces policies; interviews applicants; reviews participation and handles chapter/member conflict. They MC runs the chapter and makes the important chapter decisions.
- Education Coordinator – Educates members weekly
- Mentor Coordinator – Supports new members
- Visitor Host Team – Greets and supports the visitors
- Communications Coordinator – Weekly BNI Announcements and chapter social media posts

Let the new member know that all members are expected to take roles of leadership sometime during their membership.

BNI® Weekly Chapter Meeting Agenda

Using a BNI® Member Policies Brochure, review the BNI® Weekly Chapter Meeting Agenda. Ask the new member if they have any questions about the agenda or how the meeting is run. Answer questions or refer to the Ambassador (Member Consultant) or Director Consultant (Chapter Consultant) anything you are unable to answer.

Expectations & Weekly Commitment

Review basic expectations of BNI® membership, including being on time to the meeting and their commitment to the chapter members. Each week you are expected to give something during the Referrals & Testimonials portion of the meeting. It is always easy to do one of the following three things:

- I have a referral for ...
- I have brought a visitor ...
- I have a testimonial for ...

Share that members are not allowed to pass during this time in the BNI® Weekly Chapter Meeting Agenda. It may negatively impact their membership, and others may perceive them as not contributing to the chapter.

Review the [BNI® Code of Ethics](#) in the Passport.

Sign the Passport once this section is completed.

