



#2 - Vice President or Membership Committee Member: Rules of the Game (Policies), PALMS Report & Power of One Report/Traffic Light Report

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.

Rules of the Game (BNI Policies)

Bring a copy of the BNI Member Policies prior to your scheduled One-to-One. Review the policies yourself to make sure you understand them. Ask the new member to review the policies prior to your meeting.

- It is important that every member have a clear understanding of the BNI System. Ask them if there are any policies that they have questions about or need more information.
- The following policies are very important to help the new member understand:
 - General Policy #5: Attendance
 - General Policy #6: Required to bring bona fide referrals and visitors

PALMS Report

Bring a recent PALMS Report to share with the new member. Describe how BNI Chapters act like a business in order to produce results for its members. In doing so, we track our activity weekly using BNI Connect®. Share recent chapter statistics. Describe the definition of PALMS:

- P: Present
- A: Absent
- L: Late
- M: Medical
- S: Substitute

Power of One (average over 6 months) - Bring one visitor per month, 1 X 121 per week, 1 referral per week, 1 CEU (continuing education unit - 1 hour of BNI learning = 1 CEU) per week, Show up or have a Sub each week

Help the new member understand the need to do at least two things each week in addition to attending the weekly meeting: Go over a Traffic Light Report

- Conduct a One-to-One
- Pass a referral
- Bring a visitor (monthly) - define difference between a Visitor and a Guest

Passing referrals may not be possible for new members right away. Referrals are based on relationships and since they are new to the chapter, this must be given time. For a new member it will be easy to do a One-to-One weekly using the Passport and meeting with the Member Mentors. Bringing people to the meeting by simply inviting their contacts adds value to the chapter, regardless of whether that visitor can become a member. Being at the meeting weekly is critical to their membership.

Sign the Passport once this section is completed.

