Leadership Team Position Descriptions

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. Chapter Success 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. Lead Chapter growth strategies.

Skills/Attributes: Appreciates how BNI Policies support the success of the Chapter; consistently and fairly 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.