



# Education Coordinator Checklist

## Overview of Responsibilities

### **BEFORE the Chapter Meeting each Week**

- \_\_\_\_\_ Arrive 15 minutes early to the meeting
  
- \_\_\_\_\_ Setup the Members-Only Table with a chapter brochure, chapter library, chapter testimonial binder and other members' collateral material
  
- \_\_\_\_\_ Prepare a 3-5 minute Networking Education moment
  - \_\_\_\_\_ May assign members to provide the Networking Education moment each week
  - \_\_\_\_\_ Reports may come from a BNI CD, tape, or book
  - \_\_\_\_\_ Use [www.bni.com/successnet](http://www.bni.com/successnet), [www.bnipodcast.com](http://www.bnipodcast.com) or [www.entrepreneur.com](http://www.entrepreneur.com) as a resource

### **DURING the Chapter Meeting each Week**

- \_\_\_\_\_ Provide the 3-5 minute Networking Education moment
  - \_\_\_\_\_ Caution: Although handouts are good, they often take up too much time if the exercise requires a response from each member during the meeting

### **AFTER the Chapter Meeting each Week**

- \_\_\_\_\_ Schedule upcoming Networking Education speakers, if applicable

### **MONTHLY**

- \_\_\_\_\_ Attend Monthly Leadership Team Meetings
  - \_\_\_\_\_ Discuss necessary future topics to keep your chapter on track
  
- \_\_\_\_\_ Maintain a chapter library
  - \_\_\_\_\_ Display chapter library at meetings
  - \_\_\_\_\_ Create a checkout system for members to borrow items
  - \_\_\_\_\_ Suggestion: Member should submit a check for the value of the item being borrowed; check is returned once the item is returned or check is used to replace lost item
  
- \_\_\_\_\_ Coordinate with Leadership Teams and/or Membership Committee on Chapter goals and education necessary for chapter growth and development
  
- \_\_\_\_\_ Keep and update the Networking Education Tracking Sheet on completed and upcoming topics