



# BNI Vice President Checklist

## Overview of Responsibilities

### BEFORE the Chapter Meeting each Week

- Arrive 15 minutes early to the meeting
- Prepare for a successful meeting
  - Have Chapter statistics available to report to chapter during Vice President's report
  - Have Chapter Tracking Sheet ready to record data
  - Assign Membership Committee member to give a complete Membership Committee Report
  - Assign Membership Committee member to provide the Referral Reality Check

### DURING the Chapter Meeting Each Week

- Run the BNI Weekly Chapter Agenda if President is absent
- Provide a complete Vice President's report
  - Report monthly #1 in referrals and #1 in visitors brought; reward Notable Networkers with certificate or other award
  - Report average number of monthly referrals and visitors
  - Report referrals passed last month and total number of referrals to date
  - Report Thank You for Closed Business statistics for last month and to date
- Conduct the Door Prize Drawing using the pink copies of the referral slips
  
- Record Attendance (P=Present; A=Absent; L=Late or Leave Early; M=Medical Leave; S=Substitute)
- Record Referrals Given & Received (RG, RR)
- Record Visitors Brought (V)
- Record One-to-Ones Conducted (DC)
- Record Thank You for Closed Business values (\$\$)

### AFTER the Chapter Meeting Each Week

- Conduct a brief 5-minute Membership Committee Check-In
  - Review applications submitted
  - Submit top portion of application and payment to the Secretary/Treasurer
  - Assign responsibilities to Membership Committee members
    - Business Reference Verification
    - Interview Questions
    - One-to-One
    - Research place of business, certifications, BBB reports, website
  - Assign a completion date and conference call to discuss and vote
- Send out Control Letters in regards to attendance
  - Copy Chapter Director on all letters
- Enter chapter statistics in BNI Net Plus within two business days of your chapter meeting

### MONTHLY

- Attend Monthly Leadership Team Meetings
  - Report on overall chapter performance
- Hold Monthly Membership Committee Meetings
  - Review monthly reports and records
  - Review Control Letters sent; take action if required (See Handbook)
  - Review upcoming renewals
  - Review other chapter issues that need to be addressed
- Complete the Monthly Membership Committee Meeting Report and send to your Assistant Director by the 10<sup>th</sup> of each month
- Attend or send a substitute to the bi-monthly Leadership Team Telebridge for Vice Presidents

*Communication with the local BNI support team is critical to the success of your chapter. The Leadership Team will earn one month compensation for successfully completing the above responsibilities and submitting their respective reports to the regional office by the 10<sup>th</sup> of the month.*