



# BNI President Checklist

## Overview of Responsibilities

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

- Arrive 15 minutes early to the meeting
- Check on room/meeting setup
  - Appropriate signage at main entrances
  - Visitor Host Table setup
- Prepare for a successful meeting
  - Referral Slip Box on Table/Spread referral slips out on the tables
  - Business Card Binder on table
  - BNI Weekly Agenda on table
  - Door Prize at front of room
  - New Member Packets ready to induct new members
  - Code of Ethics Cards ready to induct new members
  - Purpose and Overview assigned to a member
  - Ensure Membership Committee is prepared for a complete Membership Committee report
  - Have BNI Bags ready to conduct drawings toward end of meeting
  - Positive Quote prepared for end of meeting

### **DURING the Chapter Meeting Each Week**

- Call the meeting to order (0:00); acknowledge visitors and encourage members to meet and set up One-to-Ones
- Flash lights/Get members' attention at 3 minutes prior to starting formal agenda (0:12)
- Proceed with formal part of the agenda (0:15)
- Run the Chapter Meeting according to the BNI Weekly Agenda
- Ensure all officers and cabinet members are fulfilling their roles/reports during the meeting
- End meeting on time

### **AFTER the Chapter Meeting Each Week**

- Conduct New Member Orientation (p. 11)
  - Review New Member Orientation Checklists
  - Have Member Success Program dates available to give new members
- Call visitors within three days of your weekly meeting to thank them and answer any questions

### **MONTHLY**

- Hold Leadership Team Meetings (p. 5)
  - Invite your Ambassador/Assistant Director at least twice each year
  - Review monthly reports and records
  - Review Leadership Checklists for all positions (see other pages in this Leadership Training Manual)
- Order supplies using the Chapter Supplies Order Form (p. 87) by the last business day of the month
  - Check Visitor Host supplies
  - Check referral slip supplies
- Select one Meeting Stimulant (p. 12) to use during one chapter meeting per month
- Attend or send a substitute to the bi-monthly Leadership Team Telebridge for Presidents

### **REPORTS**

- Complete the Monthly Leadership Team Meeting Report and send to the regional office and your Assistant Director by the 10<sup>th</sup> of each month
- Verify that the Vice President has sent in the Monthly Membership Committee Report to the Assistant Director by the 10<sup>th</sup> of the month and has entered all chapter records in the BNINET Plus database on a weekly basis
- Verify that the Secretary/Treasurer has sent in the Monthly Membership Dues Report to the regional office by the 10<sup>th</sup> of the month

*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.*