

Priority Points for President
The President runs the meeting and oversees the running of the chapter.

At the meeting:

1. Arrive no later than 6:45
2. Run the meeting according to BNI agenda and policies
3. Induct new members and re-induct renewing members
4. Use meeting stimulants and ideas from Chapter Tool Kit from time to time.
5. Coach members on how to use the BNI system
6. Assist Education Coordinator with New Member Orientations

LT Duties:

1. Meet with VP and S/T to discuss health, goals and issues in the chapter.
 - a. It is recommended that the leadership team meet at least once a week to start.
2. DO NOT get involved with membership issues. You may offer input as a fellow member only.
3. Check in with Visitor Hosts, Education Coordinator and Event Coordinator to ensure everyone is doing their jobs.
4. Arrange to have VP run the meeting in your absence.
5. Keep up with supplies in chapter box.
6. Appoint the incoming President

Binder:

Formal Leadership Team Manual from BNI
Visitor Host guidelines
Education Coordinator guidelines
New Member Orientation
Visitor Orientation
Chapter Goals worksheet
Airset manual