

Priority Points for VP The VP runs the chapter

At the meeting:

1. Arrive no later than 6:45
2. Take attendance
 - a. Late arrivals are 7:01 and after
3. Reading Stats
 - a. Referrals – This month
 - b. Referrals – Last month
 - c. Referrals – Term to Date

 - d. Visitors – This month
 - e. Visitors – Last month
 - f. Visitors – Term to Date
4. Run the meeting if the Pres is absent

LT Duties:

1. Meet with President and S/T to discuss health, goals and issues in the chapter
2. DO NOT allow President or S/T to get involved with membership issues, but respect their input as fellow members.
3. Be sure MC is aware of attendance of all members for purposes of formal notification to non-compliant members

MC Duties:

Processing Applications:

1. Delegate processing responsibilities
2. Double check application front and back
3. Do your part!

Conflict Resolution

1. Participate if requested, but don't take over
2. Ensure that all aspects of issue are documented

Policy Enforcement

1. Participate if requested, but don't take over
2. Ensure that letters are written and sent.
3. Email or fax copies of all final letters to Directors PRIOR to mailing.

Binder:

Formal VP Manual from BNI

MC paperwork

Sample Application with highlighted areas

Applicant interview questions

References questions

Sample letters for

attendance

policy

notification of denial

notification of acceptance

Email template for notification of pending app

Outline of MC responsibilities and procedures

Airset manual

