

Leadership Team Weekly Script – last updated April 2021

**PRESIDENT:**

My name is (Name) and I am the President of “ABC Chapter” for this term. My role is to chair the meetings of this Chapter every week, ensuring that we follow the structured agenda that has proven to maximize the effectiveness of BNI Chapters. Professionally, I am the (Representative) of (XYZ Company).

**Vice President:**

My name is (Name) and I am the Vice President of “ABC Chapter” for this term. I am the (Representative) of (XYZ Company). As the VP of this Chapter, I have 2 principal responsibilities:

Firstly, I track the performance of the Chapter in terms of business that is passed between our members. Like any good business entity, we set goals and monitor our progress towards achieving those goals.

Secondly, I chair the Membership Committee which is responsible for regulating all matters relating to Membership - from reviewing new applications to administering the policies and procedures of BNI within the Chapter, and most importantly, planning for the growth of the Chapter.

**Membership Committee: Quality Assurance Specialist: (New Members)**

My name is (Name) and I am the (Representative) of (XYZ Company).

I am the person largely responsible for Quality Assurance when it comes to processing new Applications

**Membership Committee: Member Engagement Specialist: (Renewing Members)**

My name is (Name) and I am the (Representative) of (XYZ Company).

I am the person largely responsible for managing Member Engagement, Active Involvement and Renewals

**Membership Committee: Community Building Specialist: (Policy Compliance)**

My name is (Name) and I am the (Representative) of (XYZ Company).

I am the person largely responsible for managing the strategic Growth of the Chapter and explaining Contact Spheres, Power Teams and the BNI Policy of the Week

**Membership Committee: Member Relations Specialist:**

My name is (Name) and I am the (Representative) of (XYZ Company).

I am the person largely responsible for managing the constructive and positive facilitation of Member matters that may arise, so that we come up with a positive resolution for the Chapter

**Secretary / Treasurer:**

My name is (Name) and I am the (Representative) of (XYZ Company). I administer the membership dues and manage the finances of the Chapter. I also prepare the scheduling of the weekly speakers and introduce them each week as well as managing the time keeping for the Meeting.

**Network Education Coordinator (NEC):**

My name is (Name) and I am the (Representative) of (XYZ Company). As the Network Education Coordinator, I’m responsible for coordinating and providing a continuous learning environment in relation to Business by Referrals, so as to enhance and hone our networking skills.

**Chapter Mentoring Coordinator:**

My name is (Name) and I am the (Representative) of (XYZ Company). My role as the Mentoring Coordinator is to maintain the BNI Passport Programme to ensure that all new members learn how to effectively use the BNI system and receive maximum benefits from it, along with supporting other Chapter Members, especially those coming up for Renewal.

**Growth / Event Coordinators:**

My name is (Name) and I am the (Representative) of (XYZ Company). As the Event Coordinator, I am responsible to organize and promote events and activities outside of the normal BNI meetings to create more Referrals, generate more Visitors and promote better Business Relationships among members. I administer the Contact Sphere Programme and the Power Team Programme.

**Go For Green Coordinator:**

My name is (Name) and I am the (Representative) of (XYZ Company). As the Go For Green Coordinator, I am responsible for managing the consistent performance of the chapter, and ensuring Shareholders are meeting their KPI’s to move into or remain in the GREEN, providing a successful BNI experience for all.

**Visitor Hosts:** My name is (Name) and I am the (representative) of (XYZ Company). As Visitors’ Hosts, we are responsible for taking good care of, and assisting Visitors during the meeting as well as to follow up on any communications with them, after the Meeting. The rest of the visitor hosts are …..