

President

- Provide leadership to accomplish yearly goals established by the officers with group approval
- Lead weekly meetings, set agenda and facilitate discussion
- Hold administrative meetings with all members as needed
- Hold Executive meetings with current officers as needed
- Work with other officers to ensure duties and reports are completed as needed
- Establish committees as necessary
 - ✓ Each officer has the ability to pull together a committee as necessary to complete tasks

Vice President

- Leads meetings whenever the President is unavailable
- Encourages other Officers in the performance of their elected duties
- Monitors/encourages members to be a member in good standing
 - ✓ Update and publish the Lunch Buddy List as a part of the monthly administrative report

Secretary

- Produce and email minutes for each meeting to the President within 3 business day of the meeting
- Maintain an up-to-date roster of all members for use as a “sign-in” sheet
- Track and maintain attendance report

Treasurer

- Keeper of the funds for the group
- Maintaining a group account that can be accessed for group expenses
- (Mike R as co-signer of the account)
- Reporting to Members at Administrative Meetings the current balance quarterly
- Notifying the group when funds are below the agreed up-on reserve balance and coordinating cash calls as needed

Referral Chair

- Document & track all referrals & communicate these to the group monthly via email
- Quarterly provide to the group:
 - ✓ Member & Group statistics in relation to referral goals
 - ✓ Member goals 2 referrals per month
- Assist the group in promoting referrals
- Assist members that are struggling with how to refer group members

Sergeant of Arms

- To preserve order
- Have meeting location set
- Meeting area ready for meeting to start at 7:45 am
- Keep meeting moving along in a timely matter (Let speaker know how much time is left for presentation)
- Greet members/guests as they come in
- Pass around (*and maintain*) membership box with referral sheets and member business cards

Internet Chair

- Facilitate the creation and maintenance of the group website including:
 - ✓ Member profiles
 - ✓ Pictures
 - ✓ Business Website Link
 - ✓ Events & Happenings
 - ✓ Membership Information
- Any other relevant information related to the group or its members
- Create area for meeting minutes and a calendar

Social Media Chair

- Post events/member highlights to social media

Social Networking Chair

- Coordinates Socials
- Visitor Day
- Team Building Socials
- Holiday party for member and spouse/significant other

Membership Chair

- Follow-up with guests after visit to the group to assure that the group is a good fit for them and they are a good fit for the group
- Communicate the results of the interviews back to the group
- Track and communicate new member goals of 25 overall members
- Develop a new member packet and provide this to potential members
- Drafted the following process for membership application - These steps are to be managed by the Membership Committee:
 - ✓ Confirm business that the prospective member is to represent



Referral *LINK* Officer Positions

Growing Business Through Trusted Relationships

- ✓ Confirm that there is no conflict with any existing members
 - if there are any similarities check with those members who might be affected,
 - in an event of a conflict, there is no further steps in research, but a communication should be constructed to member-applicant and to the referring member(s)
- ✓ Interview prospective member to ensure that what they hope to obtain from membership is consistent with what is available
- ✓ Interview prospective member to ensure they understand what is expected of them as a member and that they want to be a member in good standing
- ✓ Send an email to all current members with a summary of your conversations with a recommendation
 - Place “VOTE” in the subject line and mark as urgent so members can pick out the email and respond promptly
 - All members are to respond only to the sender unless it is important information for all members to know
- ✓ Once a prospective member has received 75% yes, the prospective new member is a member - In either event, the Membership Chair is to notify all current members of the results
- ✓ If we have a new member, then the MC is to send an email with the membership commitment form to the new member, and once the membership commitment form is signed and the joining fee paid, they welcome new member as an official member