



## ***The Director: What A Chapter Can Expect***

As a service oriented business, *AmSpirit Business Connections* strives to ensure that the relationships among its members are productive. We do this by providing support, guidance and consultation to our Chapters, which are comprised of a diverse group of entrepreneurs, sales representatives & professionals. To effectively provide these services, *AmSpirit Business Connections* has retained certain members – given them training and provided them ongoing development – to represent the organization as Directors.

So as each Chapter is able to best utilize their *AmSpirit Business Connections* representative, the balance of this booklet will outline the support and guidance it can expect to receive from its Director.

1. **Review of Role:** As each Chapter's membership is in a constant state of flux, the Chapter's Director will annually review the contents of this booklet with the Chapter or the Chapter Board.
2. **Chapter Involvement:** The Chapter's Director will have significant involvement with the Chapter each month, in the form of attending a regular Chapter meeting or participation in the Chapter Board Meeting (or a similar Chapter planning function).
3. **Program Guidance:** The Chapter's Director will assist the Chapter effectively operate, including appropriately conducting Chapter meetings, preparing Chapter Newsletters, having Resource Guides produced, taking advantage of other *AmSpirit Business Connections* resources, and, holding monthly Chapter Board meetings.
4. **Miscellaneous Support:** The Chapter's Director will be the point of contact with respect to supporting the Chapter and its membership on various miscellaneous issues, including requesting additional Chapter supplies (guest packets, referral tickets, etc), obtaining replacement name badges, transferring memberships to other individuals, as well as changing a member's official information for the web site or billing purposes.
5. ***AmSpirit Business Connections* Protocol:** The Chapter's Director will be an authority that the Chapter can rely upon for fielding questions related to Officer's duties and responsibilities, *AmSpirit Business Connections* rules and regulations and general organizational guidelines.
6. **Chapter Growth:** The Director will encourage the Chapter to set realistic and yet challenging goals to grow membership and work with the Chapter to develop and implement recruitment programs to meet these goals. In addition, the Director will assist the Chapter in becoming more proficient in inviting, welcoming and following up with guests so that the Chapter can convert more of these prospects into members.
7. **Training & Development:** The Chapter's Director will be available on a periodic basis to be scheduled by the Program Chair to provide various training and development programs related to increasing membership and generating more referrals.
8. **Communication:** The Chapter's Director will serve as a communication link for the Chapter. It is intended that this communication link will serve to keep the Chapter apprised of organizational sponsored events, various Chapter sponsored events, general business events as well as individuals seeking membership.
9. **Attendance:** Although the Chapter's Director will encourage members of the Chapter to attend events and programs, the Director will be in attendance at as many of these events as reasonably possible in an effort to obtain ideas, information and additional contacts for the Chapter.
10. **Financial Obligation:** The Chapter's Director will periodically remind the membership of their financial obligation to the national organization (as well as individually addressing members who have become delinquent with respect to this obligation).

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For more information, contact Frank Agin at (614) 476-5540, (888) 509-5323 or [frankagin@amspirit.com](mailto:frankagin@amspirit.com).