



Chapter Officer Report Scripts

VICE PRESIDENT

I am [Name] and the [Business category in the Chapter] for this Chapter.

As Vice President I take attendance. If you are going to be absent, it is important that you contact me. Because Members of our Chapter serve as a sales force for your business, you need to attend meetings on a regular basis to effectively give and receive referrals.

Members who do not adhere to the attendance policy will receive a warning letter stating the importance of regular attendance. Multiple warning letters could result in review of your membership in the Chapter.

AmSpirit Business Connections' attendance policy is that members should not miss two meetings in a row or more than three in a rolling quarter. On the positive side, however, seven people has perfect attendance last month and we are on track for ten people to have perfect attendance this month.

Now I will call on Chapter Officers for their weekly reports.



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MEMBERSHIP CHAIR

I am [Name] and the [Business category in the Chapter] for this Chapter.

As Membership Chair, I welcome guests and encourage them to join AmSpirit Business Connections.

Remember that this Chapter is made up of **only one person per professional category** – to secure an open category, please complete your application today. This is the first step towards filling a category. The cost of joining is \$225 (plus \$65 per quarter thereafter). Guests, you are welcome to attend twice, and but you should be prepared to submit their payment and application for our consideration at their third meeting.



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SECRETARY

I am (name) and the (Business category in the Chapter) for this Chapter.

As Secretary, I record the number of referrals that are given and received by each member and submit the totals to AmSpirit Business Connections for our monthly newsletter, which is circulated to Members and guests.

Remember, our goal each month as a Chapter is to generate [Chapter Goal] referrals – so far this month we have generated _____.

Congratulations to [Prior Month Top Referral Givers] who generated the most referrals for our Chapter. In addition, remember this month that we need to focus on [Chapter Member Names], as these members did not receive any referrals last month.

It is **IMPORTANT** to remember that our referrals are qualified – that is when you give someone a referral, the person they are contacting should be expecting a call.



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SERGEANT-AT-ARMS

I am [Name] and the [Business category in the Chapter] for this Chapter.

As Sergeant-at-arms, I control the timed segments of our meeting and monitor the professional fees each week. The purpose of the fees is to fund Chapter activities.

Let me quickly review those professional fees established by this Chapter.

AmSpirit

BUSINESS CONNECTIONS

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TREASURER

I am [Name] and the [Business category in the Chapter] for this Chapter.

As Treasurer, I invoice and collect local Chapter dues and pay the bills for our Chapter. Currently the Chapter has a bank balance of _____.



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SOCIAL CHAIR

I am [Name] and the [Business category in the Chapter] for this Chapter.

As Social Chair, I arrange events and activities outside of regular weekly meeting – such as make lunch assignments and plan social activities.

This is an opportunity for us to invite guests to promote ourselves and attract new members.



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HOSPITALITY CHAIR

I am [Name] and the [Business category in the Chapter] for this Chapter.

As Hospitality Chair, I welcome guests to our meeting.



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PUBLICITY CHAIR

I am [Name] and the [Business category in the Chapter] for this Chapter.

As Publicity Chair, I am responsible for sending press releases concerning Chapter activities and members to our local newspapers.



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PROGRAM CHAIR

I am [Name] and the [Business category in the Chapter] for this Chapter. As Program Chair, I assign our weekly-featured Member speaker(s).

To effectively promote you and your products or services, it is important that Members take advantage of their opportunity to speak.

Over the next few weeks our speakers are [list speakers over the next few weeks].

Today, however, our speaker is [name and appropriately introduce the Member speaker].

Remember, only official members of our Chapter are permitted to present.