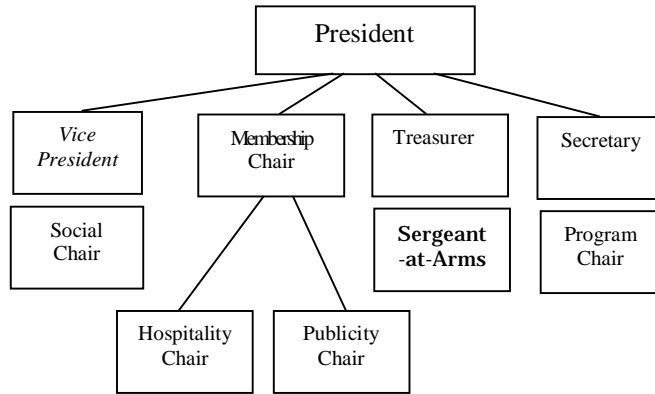


AmSpirit

BUSINESS CONNECTIONS

A Guide To Chapter Officers



Although these are the main officers, a Chapter may have others, as it deems appropriate.

PRESIDENT

DUTIES:

- q Promptly starts, presides over, and timely concludes the weekly Chapter meetings, following the prescribed structured meeting procedure;
- q Chairs monthly board meetings of Chapter Officers; and
- q Oversees the duties of the Treasurer, Vice-President, Secretary, & Membership Chairs as well as has a thorough understanding of the various other officer responsibilities.

SCRIPT: [The President has various speaking roles through the meeting. Each is contained on the *AmSpirit Business Connections*TM Chapter Meeting Script.]

VICE PRESIDENT

DUTIES:

- q Chairs weekly Chapter and monthly board meetings in the absence of the President;
- q Monitors the attendance of Members at the weekly Chapter meeting using the Monthly Attendance Form (which is downloadable from the *Members Services/Administrative Services* section of www.amspirit.com) and reports the names of members who are not in compliance with the *AmSpirit Business Connections* attendance policy to the Chapter Board at monthly Board meetings;
- q Calls on Officer for their reports during the appropriate segment of the Chapter meeting;
- q Oversees the duties of the Social Chair.

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

MEMBERSHIP CHAIR

DUTIES:

- q Welcome guest and explain the costs and benefits of joining *AmSpirit Business Connections*;
- q Ensures that the Chapter has an ample supply of Guest Packets (which includes a membership application), which should be ordered from the *Member Services/Administrative Services* section of www.amspirit.com.
- q Ensures that the Chapter has Guest Registration List (which are downloadable from the *Member Services/Information & Forms* section of www.amspirit.com) available at all Chapter meetings;
- q Works with the Chapter to establish realistic and attainable goals for membership growth as well as report to the Chapter any official changes in Chapter membership;
- q Will work with Chapter membership to identify targeted members that will aid in the overall success of the Chapter;
- q Make certain that the Chapter has ongoing membership drives and initiatives to ensure continued Chapter growth;
- q Provides each guest an *AmSpirit Business Connections* Guest Packet;
- q Provides the Chapter Secretary with information on what members brought which guests via the Guest Registration List;
- q Encourages guests to join by following up with each guest via a telephone call or by sending an electronic brochure, which is available in the *Member Services/Electronic Brochure* section of www.amspirit.com;
- q Upon receiving from prospective member an appropriate completed application (as well as payment), provide the Chapter membership or the Chapter Board the opportunity to accept or decline the candidates membership;
- q Forwards all approved new member applications and payments to *AmSpirit Business Connections* within 24 hours of acceptance;
- q Oversees the duties of the Hospitality and Publicity Chairs.

SCRIPT: *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 are welcome to attend twice, and should be prepared to submit their payment and application for our consideration at their third meeting.*

SECRETARY

DUTIES:

- q Provides each Chapter Member with Referral Forms prior to the Chapter Meeting;
- q Monitors the number of referrals Members give and receive each week using the Referral Input Form (which is downloadable each month from the *Members Services/Administrative Services* section of www.amspirit.com as documented in the Monthly Chapter Newsletter Procedure form);
- q Works with the Chapter to establish realistic and attainable monthly goals for qualified referrals as well as provide a weekly report on the status of achieving those referral goals;
- q Recognize those members in the Chapter that distinguished themselves in the past month (or week) as top referral generators as well as focusing attention on those members who have not received referrals.
- q Reports to the Chapter Board the names of members who are not in compliance with the *AmSpirit Business Connections* policy regarding giving referrals;
- q At the end of the month, forward the completed Referral Input Form to *AmSpirit Business Connections* Headquarters via e-mail or fax (614-476-6699);
- q Ensure that the official Chapter Newsletter is distributed and reviewed with all Chapter members within the first two weeks of the month as well as ensure that the Chapter has ample copies of the Chapter Newsletter each week to distribute to prospective members.
- q Re-orders Referral Tickets for the Chapter when needed off of the *Member Services/Administrative Services* section of www.amspirit.com;
- q Takes minutes at Chapter's monthly board meetings;
- q At the direction of the Chapter Board, send out any Attendance or Referral Reminder letters and Attendance Termination Letters, which are available for download from the *Member Services/Information & Forms* section of www.amspirit.com.
- q Oversees the duties of the Program Chair.

SCRIPT: *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.*

SERGEANT-AT-ARMS

DUTIES:

- q Maintains order at weekly meetings, which includes monitoring the time limit of Chapter Programs;
- q Maintains a list of current Chapter professional fees;
- q Reminds members of the professional fees established by the Chapter; and
- q In the absence of the Treasurer, ensures that those duties are fulfilled.

SCRIPT: *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.*

TREASURER

DUTIES:

- q Invoice and collects quarterly local Chapter meal or social fees;
- q Pays all bills including socials and other Chapter events;
- q Budgeting Chapter funds for various social events and training programs;
- q Appropriately maintain a Chapter banking account (i.e., **AmSpirit Business Connections**TM of Westlake);
- q Reminds the Chapter Board that Chapter members should determine how Chapter monies should be spent, and
- q In the absence of the Sergeant-At-Arms, ensures that those duties are fulfilled.

SCRIPT: *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 _____.*

SOCIAL CHAIR

DUTIES:

- q Assumes duties of Vice President in his/her absence;
- q Assigns each member to have lunch with another member sometime throughout the month;
- q Announces to the Chapter any **AmSpirit Business Connections** activities or events;
- q Ensures that any Chapter activity that is open to members of other Chapters is submitted electronically on the bottom of the front page of www.amspirit.com for posting on the AmSpirit Business Connections website calendar of events; and,
- q Schedules, coordinates, and promotes a member-sponsored mixer on not less than a quarterly basis.

SCRIPT: *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.*

HOSPITALITY CHAIR

DUTIES:

- q Assumes the duties of the Membership Chair in his/her absence;
- q Will communicate the dates that the Chapter will not be meeting to the Chapter Area Director, **AmSpirit Business Connections** Headquarters as well as the facility hosting the meeting;
- q Ensures that guests are appropriately greeted and introduced to Chapter members.

SCRIPT: *I am [Name] and the [Business category in the Chapter] for this Chapter. As Hospitality Chair, I welcome guests to our meeting.*

PUBLICITY CHAIR

DUTIES:

- q Using the Press Release Kit (which is downloadable from the *Member Services/Information & Forms* section of www.amspirit.com), notify the local print media of the Chapter's regular meeting, social events, special guests drives, Chapter officer, Chapter milestones and achievements as well as new members admitted to the Chapter;
- q Periodically orders from *AmSpirit Business Connections* Headquarters a Chapter *Memberfolio*, which lists all active members as well as provides their current contact information; and,
- q Assists the Secretary in putting together the back of the Chapter monthly newsletter.

SCRIPT: *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.*

PROGRAM CHAIR

DUTIES:

- q Assigns members weekly as the featured speakers and announces future speakers during weekly meetings;
- q Obtain from each member, a complete Member Speaker Form (which is downloadable from the *Member Services/Information & Forms* section of www.amspirit.com);
- q Introduces the member speaker(s) for the meeting;
- q Contacts Area Director to arrange for a facilitated training program in lieu of weekly member speakers on a no less than a quarterly basis; and
- q In the absence of the Secretary, ensures that those duties are fulfilled.

SCRIPT: *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.*