

President's Duties

1. Master of Ceremonies for the weekly meetings, making sure the schedule is followed. If the President will not be able to attend a meeting, he needs to notify the Vice-President.
2. Appoint the Visitor Host(s) for the group, and oversee that they complete their duties as assigned.
3. Keep track of who will be leading our educational moment each week. Remind members when they will be presenting and make sure they have something prepared.
4. Assist the Vice-President with any issues that may arise.
5. Leads the New Member Induction Ceremony.
6. Meet with new members and explain the policies and procedures of the group. This includes, but is not limited to what should be included in an introduction and a ten minute presentation, the schedule our meetings follow, the purpose of the group, the attendance policy, and the exclusivity clause.
7. Arrange monthly Executive Board Meetings.
8. Attend Member Review Sessions if the Vice President is unable to attend do to a conflict of interest.

Vice President's Duties

1. Performs Master of Ceremony duties when the President is absent.
2. The Vice President is responsible for bringing the member's card box to the meetings, as well as the referral log sheets. He collects them at the end of the meeting and logs the results. Monthly, the VP sends the referral related numbers to the Secretary to be kept on file.
3. Track attendance, referrals, and guests on an Excel file.
4. Present the Bunch's Brag report which includes how many referrals were given, approximately how many dollars in business resulted, and the number of visitors that came in the previous month
5. Presents gift card to the member who passed the most referrals and/or brought the most guests.
6. Appoint and Chair the Membership Committee. The Vice President makes sure that all members of the committee are trained and fully understand their duties and responsibilities and are performing these duties accurately and in a timely fashion. Casts the tie-breaking vote when needed.
7. Create and uphold the presenter's schedule and sends a reminder to the next presenter and make sure their introduction paperwork is sent to the treasurer.
8. No less than 2 days from being notified by the Secretary, the VP mails out notification of absence letters. If a member is in conflict with the absence policy, the membership committee schedules a Member Review Session to discuss their commitment to the group.
9. Aids the President when necessary.

Secretary's Duties

1. Print group roster sheets and bring them to every meeting for the members to sign.
2. If you will be absent, notify the Vice President so he can track attendance.
3. No more than 1 day after the meeting, notifies the Vice President and the Membership Committee Representative of any absences.
4. Record meeting time and minutes to maintain non-profit status.
5. Make sure that all member's information on website is correct.

Visitor Host's Duties

1. Arrive early and be welcoming and available to guests.
2. Collect 2 business cards from every guest. Give one to the President before the meeting starts and keep one for yourself.
3. Give the guest a name tag.
4. At the end of the meeting, the Host/Hostess should meet with the guests and inquire about their thoughts on the group, answer any questions, explain the procedure for joining.
5. No more than 2 days after the meeting, the Host/Hostess must send a "Thank-you for visiting" card and call the visitor to thank them and ask if they have questions.

Membership Chairperson's Duties

1. Completes the evaluation process for prospective members. Meets with the prospect, discusses the group's purpose and assess whether the prospect is in conflict with any member and if they will be able to give qualified referrals. Notifies the President if the prospect has been approved so he can prepare for induction.
2. Meets with members who are up for renewal. Looks at the member's past attendance, number of referrals past, and how many guests they have brought. Makes a decision in regards to if the member is still a good fit for our group.
3. Acts as the mediator for any complaints that may arise between members. Final decisions to resolve complaints should be directed to the President and Vice President. Complaints could include, but are not limited to a conflict in exclusivity, a member disregarding a policy, an unqualified referral, or an ethical issue.
4. Every meeting, the Membership Committee has a Prospective Member Focus and they announce the 2 positions the chapter most needs filled for that month.
5. Sends the visitor an email after the first visit to thank them for attending and inform them of the rules regarding the \$25 for future visits. Also attaches the application and bylaws to the email.

Treasurer's Duties

1. The Treasurer will report on the group's financial situation including, but not limited to information on current dues, members who will be renewing, and members who have left the chapter.
2. The Treasurer will track who has paid dues and make any deposits in a prompt fashion.
3. The treasurer is responsible for writing any checks on behalf of the group.
4. Collects the member bio sheet from the VP and introduces the speaker.
5. Help with any projects the President requests.