

## CHAPTER LEADERSHIP DESCRIPTIONS

**Term:** Leadership will change February 1<sup>st</sup> of each year. Leadership may review positions on July 1<sup>st</sup> also to see if one or two positions need changed within the Chapter. If a Chapter kick off was less than 12 months prior to February 1<sup>st</sup>, they may vote to keep all leadership positions the same for one more year. Although it is recommended all leadership change once a year, there is no limit on the term length of leadership as long as the majority of the Chapter is in agreement. President, VP, and Treasurer need to be members with good attendance, and they should be passing at least 2 referrals per month on average.

**\*\*\*If local schools are closed due to dangerous weather conditions, then Chapters should not have meetings on that day. This is for the safety of all members.**

### ***Vice President:***

1. Keep the newsletter up to date. Changes are only required at month end, or when a new member joins, they need added to the back page, the directory. Keep the speakers up to date on the newsletter and make sure everyone is getting their turn.
2. Enter the VP report in an Excel spreadsheet weekly, track visitors, referrals, closed business, social media posts (SMP), and interviews.
3. Announce weekly how the Chapter is doing on referrals, social media posts, thank you for closed business, outside interviews, and visitors for the month.
4. Announce the Chapter leaders from the previous month at the beginning of the next month.
5. Remind the Chapter on how to fill out referral slips properly as needed.
6. Remind the Chapter that a referral does not count unless they have already made contact with each other, or you give a name and phone number, and that person is expecting a call from your Chapter member.
7. Email the monthly Chapter VP report and your most recent newsletter to **VPreport@msfworks.com** no later than the 5<sup>th</sup> of each month.
8. Keep track of who is not receiving referrals. Either announce that they need help or have the Network Education Person announce it. Ask the President to make time for them to give out their "Triggers and Responses".
9. Determine who the two 10-minute speakers are each week, let everyone know four weeks in advance, and make sure the newsletter is up to date. Keep an ongoing list of who the speakers have been for the last 24 months, and make sure everyone is being fairly and equally rotated in.
10. **Call and send an email reminder to the speakers weekly; email should go something like this: "Dear \_\_\_\_\_, Per the voicemail (or phone call) earlier today, this is a reminder that you are the upcoming speaker in this week's MSF Networking meeting. Please be sure you fill out the attached bio sheet or update our current one and bring it with you tomorrow, remember to update your 'something no one knows about you' sections. Please remember to bring \$20 for the door prize also. We are looking forward to your 10-minute presentation. See you soon!"**
11. **Send letters to members after their 2<sup>nd</sup> unexcused absence or 2<sup>nd</sup> time being over 15 minutes late to a meeting, arriving after the President has started the actual agenda. Send all letters thereafter; if someone has missed enough to be kicked out, call a leadership meeting, and confirm they should be kicked out before sending the final letter to kick them out. This must be done to keep the Chapter running smoothly, this is very important!**
12. You are also the head of the membership committee and responsible for making sure everything is operating smoothly in that area and everyone is doing their job. Please read the Membership Committee description.

### ***Membership (VP is head of Membership):***

1. Announce at the meetings the top 3 professions your Chapter is looking for and any applications you have turned in to call references on.
2. Meet with visitors and explain how to fill out an application.
3. Go over applications for completeness, make sure they are signed, credit card information 100% complete or a check for a full year is attached, all of the Code of Ethics section is initialed, and references are completed with contact information. If paying by check, make sure the application fee and the annual dues are paid in full. We cannot take a check if they are going with monthly billing. They may write a check for the application fee, but we must have the monthly dues paid up for a year or have a credit/debit card to bill them and make sure all of the credit card information is legible and complete. Make sure the applicant knows they are free to keep attending meetings while their application is being processed.
4. Call references and ask if the potential member is good in their field and if they feel they would be a good fit in a business referral Chapter. This needs to be done the same day an application is turned in.
5. Recommend applicants for acceptance or denial into the Chapter. Email the entire Chapter regarding anyone you are about to recommend for membership. For example, "I am excited to say we received an application from Jane Doe, a Mary Kay Dealer, who was referred to the Chapter by Rex. I am processing the application now. If anyone feels like she may conflict with your profession or for any other reason feels that she may not be a good fit in our Chapter, please let me know via email within 24 hours." Note: if someone does not want them in the Chapter, they need to give a good reason why and they need to have met with them one-on-one to discuss their concerns. Anyone who objects has to give a reason and has to have met with them one-on-one, unless they have had a personal experience with them that went bad. If this comes up, it should be discussed at the leadership meeting.
6. Once the application is approved, email it to [application@msfworks.com](mailto:application@msfworks.com). **Then, email and call the member to give congratulations and let them know when they will be inducted into the Chapter. Also, email the President and VP letting them know to induct them during the next meeting.**

### ***ALL LEADERSHIP:***

Always keep a positive attitude and promote attendance at the Chapter leadership meetings. Be sure to tag #MSF on all promotional emails, Facebook posts, or any other way you can help to get the word about MSF Networking. If you are in a profession that has a public or private forum that announces where you got your referrals, always give credit to MSF when applicable. For example, "Closed a max case from a visitor in my MSF Networking group," Or "Closed a max case from a professional I was trying to recruit into my MSF Networking chapter."

CHAPTER MEETING FOR \_\_\_\_\_ CHAPTER DATE \_\_\_\_\_

Each of the next 6 months, we will have a Visitor's Day, a social event outside of the meeting, or a competition within the Chapter.

***Late, Absence, or Resignation emails for VP to send:***



**ABSENCE EMAIL #1 – 2<sup>nd</sup> Absence**

Date:

Dear \_\_\_\_\_,

This letter is to remind you that your attendance is important to our Chapter, and we look forward to seeing you every week.

For our MSF Networking Chapter to reach its highest potential, it is crucial to have everyone on time and at every meeting. When you are not there, you are missed. Please refer to MSF Networking General Policy #5.

We would also like to take this opportunity to remind you that if for any reason you cannot make it to the meeting, please send a substitute in your place; you will not be counted absent. Substitutes are important because they can give referrals. If something comes up at the last minute, please contact your President or Vice President and let them know, and it might be an excused absence and not count against you.

We value you as a member and we are glad to have you in our Chapter.

The Membership Committee  
MSF Networking Chapter

cc: MSF Networking Chapter President



**ABSENCE EMAIL #2 – 3<sup>rd</sup> Absence**

Date:

Dear \_\_\_\_\_,

This letter is to inform you that you are in violation of MSF Networking General Policy #5. If you cannot make our meetings and abide by our very lenient attendance policy, we will regretfully have to open your profession. Your attendance is very important to the overall synergy of the Chapter and important to help impress visitors.

For our MSF Networking Chapter to reach its highest potential, it is crucial to have everyone on time and at every meeting. When you are not there, you are missed. Please refer to MSF Networking General Policy #5.

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The Membership Committee  
MSF Networking Chapter

cc: MSF Networking Chapter President



Date:

Name

Address

Address

Dear \_\_\_\_\_,

This letter is to inform you that you are in violation of MSF Networking General Policy #5. If you cannot make our meetings and abide by our attendance policy, we will regretfully have to open your profession. Your attendance is very important to the overall success of the Chapter and important to help impress visitors. This is your 4<sup>th</sup> absence in a 6-month period; you are not allowed to miss anymore, or we will be forced to open your position within our Chapter. Please schedule a meeting with the Membership Committee if you need help or clarification.

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The Membership Committee  
MSF Networking Chapter

cc: MSF Chapter President  
MSF Area Director



Date:

Dear \_\_\_\_\_,

This letter is to remind you that our meeting starts at 7:00 AM; we have noticed that you are having trouble arriving on time. If there is anything the leadership team can do to help you, please let us know. Everyone being on time is important to the overall synergy of the Chapter and more impressive to visitors.

For our MSF Networking Chapter to reach its highest potential, it is crucial to have everyone on time and at every meeting. When you are not there, you are missed. Please refer to MSF Networking General Policy #5.

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The Membership Committee  
MSF Networking Chapter

cc: MSF Networking Chapter President



Date:

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This letter is to remind you, again, that our meeting starts at 7:00 AM; we have noticed that you are having trouble arriving on time. If there is anything the leadership team can do to help you, please let us know. Everyone being on time is important to the overall synergy of the chapter and more impressive to visitors.

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MSF Networking Chapter

cc: MSF Networking Chapter President



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The Membership Committee  
MSF Networking Chapter

cc: MSF Networking Chapter President





**DISMISSAL EMAIL** 5<sup>th</sup> absence in 6 months or numerous lates

Date:

Name

Address

Address

Dear \_\_\_\_\_,

This letter is to inform you that you are in violation of MSF Networking General Policy #5. You have been late or absent to five or more meetings in the past 6 months.

Attendance is very important to the overall success of the Chapter. We all care about you as a person, but we take networking seriously. For our MSF Networking Chapter to reach its highest potential, it is crucial to have everyone on time and at every meeting.

Regretfully, we are opening your position in our Chapter. As of today, you are no longer a member; we wish you success in all that you do. Please email [billing@msfworks.com](mailto:billing@msfworks.com) to cancel your automatic billing as soon as your 12-month contract is up; you must give a 30-day notice, and your billing will stop once your 12-month contract has been fulfilled.

The Membership Committee  
MSF Networking Chapter

cc: MSF Networking Chapter President

cc: MSF Networking Area Director & MSF Networking Office Manager



## RESIGNED MEMBER EMAIL

Date:

Dear \_\_\_\_\_,

We are very sorry to hear you have decided to resign from the Chapter. You will be missed.

If you paid your membership fees in full by check for the year, then you do not owe anymore dues. If you paid in full by credit card, you need to email [billing@msfworks.com](mailto:billing@msfworks.com) and let them know you will not be renewing when your 12 months are up. If you chose to spread your annual dues out, then you currently still owe the remainder of your 12-month contract. Please email [billing@msfworks.com](mailto:billing@msfworks.com) and let them know you wish to discontinue your membership after your 12-month commitment has been fulfilled. You may also send a check for the remainder of your contract period, but you still must email [billing@msfworks.com](mailto:billing@msfworks.com) to discontinue your automatic payments as soon as you have paid for your annual dues.

Good luck in your future endeavors, and we are sorry to see you go.

The Membership Committee  
MSF Networking Chapter

cc: MSF Networking Chapter President