

## 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.**

### **Treasurer:**

1. Keep track of quarterly Chapter dues, if the Chapter elects to have a Chapter bank account.
2. Collect quarterly Chapter dues, if the Chapter elects to have a bank account.
3. Keep track of bank account, if the Chapter elects to have a bank account.
4. Pay for Annual Christmas party with Chapter account and annual MSF Awards Ceremony for members, if the Chapter elects to have a bank account.
5. Announce speakers for the next four weeks at each meeting, new members must attend member success before they speak.
6. Introduce speakers each week.
7. Do the scheduling for speakers, making sure everyone is given equal times to speak.

### **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.