**MSF Networking Meeting Agenda- 11 AM** *(update 7-28--17)*

Meeting begins punctually within 10 minutes of OPEN NETWORKING. Leadership Team and Visitor Hosts should be there 10-15 minutes early to welcome visitors to members. NOTE: You will make or break the quality of most meetings! Be positive and thank every visitor for attending the meeting.

**11:00 AM 1. OPEN NETWORKING.** Members put on your name badge, stand, greet visitors, every member introduce themselves to each visitor, ask the visitor for their card and thank them for coming. Always arrive early and concentrate on making guests feel welcome and appreciated! Give each guest your card and ask for their card. WEAR YOUR MSF TEAM NAME BADGE!!!

**11:10 or 10:15 AM** **2. CALL THE MEETING TO ORDER.** Ask everyone to turn off cell phones.

WELCOME VISITORS – Have them stand and introduce themselves, clarify with them just their name and name of company for now, they will get to speak more later.

LEADERSHIP STAND all at once, go around table and introduce themselves and state their title within the chapter. ***If started at 10:15 all agenda will be 5 minutes later***

**11:11 AM** **3. Overview of MSF Networking** Explain concept and our motto is **“We work for each other!”** **President should select this person ahead of time so they are prepared to share this with the group**.

**11:12 AM** **4. TEAM TRAINER** Gives a 3-5 minute presentation on making this work for everyone in the chapter.

**First Meeting of the Month**

**ANNOUNCE MSF NETWORKING TEAM LEADERS.**

#1 in referrals for previous month, #1 in visitors for previous month,#1 in Business $ passed.

Have recipients stand with President. The goal is RECOGNITION! Make members feel great about their efforts! Have them all come up and give them a hand. The chapter providing a gift card for #1 in referrals is recommended but optional. Also have the #1 referral giver and #1 in visitors tell how they accomplished this.

**11:15 AM 5**. **PASS Business cards and CHAPTER NEWS LETTER OUT (IF NOT ALREADY ON TABLE), HAVE VISITORS ALL PASS BUSINESS CARDS AROUND**.

**11:16 AM 6**. **SWEAR IN NEW MEMBERS**. Have new members stand with President GIVE THEM 3 MINUTES TO SPEAK AND INTRODUCE THEMSELVES TO CHAPTER HAND OUT INTRODUCTION.

-President hands out New Member packets and explains content.

-President reads MSF NETWORKING Code of Ethics and asks each new member to agree to uphold code.

-**At least one new Member stands and gives 3 minute presentations about themselves and pass out introduction handouts. If there are no new members then have a member who has not done this in some time do this.**

**11:21 AM 7**. **MEMBERS INTRODUCE THEMSELVES WITH 15 to 60 SECOND PRESENTATION**. (Depending on size of chapter), remind visitors they will speak after all the members so they will see what is expected. Be sure you only speak within your allotted time; if the timer goes off wrap it up within 2-5 seconds.

**11:43 AM 8**. **VISITORS INTRODUCE THEMSELVES IN SAME TIME FRAME.** Remind them: Name, Name of Business, Product of Service, Tag line, Describe how members can find you good referrals, short story or example and then your Name, Name of Business and Tagline if you have one.

**11:45 AM 9**. **VICE PRESIDENT REPORT**. No more than 2 minutes. This month’s numbers and YTD or annual #’s, whatever is most impressive.

**11:47 AM 10**. **MEMBERSHIP COMMITTEE REPORT**. Update members regarding professions still needed in the chapter, pending applications, and function of the Membership Committee.

**11:49 AM 11. TWO SPEAKERS ANNOUNCED BY TREASURER**. Treasurer announces: Speakers for next 6 weeks, Introduces this week’s 2 speakers using snapshot sheet for the speaker who is speaking about themselves and just the name of the other member and name of who they will be speaking about. The speaker and the highlighted member both give chapter an extra $10 -$20 this week. Door prizes which are purchased from members.

**11:50 AM 12**. **SPEAKERS #1 & 2 GIVES 10 MINUTE PRESENTATION EACH INCLUDING Q&A.**

**12:10 PM 13. SOCIAL MEDIA ADVISOR-**Tell chapter what you will email them this week to post on all their social media

**12:11 PM 14**. **REFERRALS.** Each member puts their name in basket, (to be picked up next week), and puts a Referral Slip/Business/interview. Then if they have a referral or Business $ stand and talk about it, pass the referrals, even if they were given earlier in the week. “I HAVE \_\_\_\_ REFERRALS TODAY” Passes referrals to members and a couple sentences about each referral. Visitors stand and say what they liked about the meeting.

**12:25 PM 15. TREASURES REPORT**. Should address the investment to join and invite all guests to turn in their applications and chapter dues, also hand out slips to anyone who owes chapter dues.

**12:26 PM 16.** **ANNOUNCEMENTS/REMINDERS**. Networking opportunities; special events, trade shows

**12:27 PM 17**. **EVENT COORDINATOR** only if an upcoming event is being planned.

**\*\*\*\*** If time, new members or members who need it will give 3 minutes Triggers & Responses\*\*\*\*

**12:28 PM 18**. **DOOR PRIZE DRAWING.** Door prize needs to be something purchased in full from a chapter member, the money from the speakers is used for this. If speakers give $20 each then two prizes will be drawn. If a thank you for closed business is drawn then the person they were thanking for it. Be sure a receipt is given to the door prize winner from the member who received the $20, this is also a referral and thank you for closed business.

**12:29 PM 19**. **JOKE of the day or Quote of the Day** President select this member ahead of time.

**12:30 PM 20**. **CLOSE MEETING**. **Remind members to focus on bringing referrals and Visitors next week.**  Homework is to bring a referral for \_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_next week. Remind them it is OK that we love each other, but this is more than a social event, ***we work for each other,* it is our job to find referrals for each other during the week, have a great week and let’s go out and work for each other!**