

## 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 changes 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.**

### **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."

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.