

## 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.**

### **Team Trainer:**

1. Give a 2-5 minute educational training at the beginning of each meeting. Read one of the members' "Triggers and Responses". Try to pick someone who is giving a lot but not receiving a lot of referrals. Keep track of who you have done this for and make sure everyone gets equal time when possible. **Double up on "Triggers and Responses" when time permits. Give a paper copy and an email copy to every one of whom ever you read.**
2. Keep a book of everyone's "Triggers and Responses" and give everyone a copy of whoever is giving referrals but not receiving as much; read it out loud during training. Make sure new members do these and everyone gets a copy, and make sure new members get a copy as well.
3. Train on any area the Chapter needs help with; remind people of things such as:
  - a. the importance of sending a sub if they cannot make the meeting.
  - b. never say anything negative during the meeting, especially something like, "I do not have any referrals this week." Always say something positive when the referral box is passed around. Say something like, "I am working on a referral for \_\_\_ or great presentations."

### **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.