

CHAPTER LEADERSHIP DESCRIPTIONS

Term: Leadership will change February 1st of each year. Leadership may review positions on July 1st 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 1st, 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.**

Social Media Advisor:

1. Set up a Facebook page or maintain the current FB page for the Chapter, and give all of the Leadership Team the login and password.
2. Make sure everyone in the Chapter has liked the Chapter's Facebook page.
3. Keep the Facebook page updated with who the upcoming speakers are, post upcoming events such as Visitor's Days or all city MSF events, and anything else pertinent to the Chapter. Post weekly about your Chapter speakers and ask everyone to share and like the post.
4. Every week, email a posting about two members for everyone to copy and paste onto all of their social media. **BE SURE TO TAG #MSF.** Make sure to take turns so everyone in the Chapter gets a turn. Most Chapters post about the speakers. The best time to post is either before work, during lunchtime, or right after work. Email this to everyone in your Chapter.
5. This position is open to your creative ability. Facebook live videos work well.
6. **Set up a GroupMe app for the chapter and have everyone download it.**
7. Each week, ask everyone to rate the 10-minute speakers with 5 stars on Google and Yelp, if applicable. Do this by posting a shortcut on GroupMe and have them do this during the 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.