

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.**

Visitor Host:

1. Keep the Chapter supplies up to date by looking through the box weekly and emailing supplies@msfworks.com a supply order monthly, as supplies are needed. Make sure you never run out of any supplies.
2. Arrive to the meeting 15 to 30 minutes early, greet all visitors with a smile, introduce yourself, then introduce them to members of the Chapter as they arrive. Have all visitors neatly complete the visitor sign-in sheet and make a name badge. Give all visitors a visitor packet and let them know you will go over it with them at the end of the meeting.
3. Scan the visitor sign-in sheet to everyone in the Chapter so they may follow up with them.

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.