



Primary Aim: To grow our business and personal networks through our 3 principles: Give, Grow, Engage

**Greeter** – Arrive 15 minute prior to meeting start time. Welcome members and guests to the meeting. Station near the entrance and guide visitors to sign in and get a nametag. Escort guests during Open Networking and introduce them to “Power Team”. Smile and make people feel comfortable and welcome.

**Setup** – Arrive 30 minutes prior to meeting. Have music and presentation loaded up by 15 minutes before the meeting starts. Setup guest table with sign in sheets and name tags. Set out business card holders, applications, guest postcards, and manual referral slips. Ensure proper setup of the room so it is ready for the meeting to start.

**Events Committee** – Meet at least once a month to plan upcoming events. Budget for events will be given by the secretary and leadership. Plan events for the following 3 months and bring plan, budget, and dates to the membership committee to be approved and added to the chapter calendar.

**Social Media** – Maintain and update chapter social media accounts. Update events, create posts, take and add pictures from meetings and events to post. Encourage people to check-in and like posts for the chapter to spread awareness of the group and events.

**Membership Committee** – Minimum of 5 people (3-4 mandatory members include leadership team). Meet weekly after meeting to discuss the following: Future meeting agenda, future speakers/coaching/presenters, member issues, meeting highlights & areas of improvement, and member interviews. Meetings should not last more than an hour if possible to respect people's time.

**Mentor** – Assigned to new members to help acclimate them to the group. Show them how to get involved, teach them Hello Referral, help get them involved, and follow up with them to help in any way they need. Meet once within the first 2 weeks of joining, meet 2<sup>nd</sup> time within 60 days, meet them 3<sup>rd</sup> time within 6

months. Follow up with the membership committee if any additional help is needed for new member.