



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

Secretary –

Update membership roster sheet.

Print and maintain stock of member rosters, visitor sign in sheets, applications, nametags, and all supplies.

Create meeting log for each meeting in Referral Runway (Attendance, Highlights, Membership Mtg notes)

Serve on the Membership Committee.

Maintain and monitor Zoom meeting function.

By signing this contract, I acknowledge that I play an integral part in the success of this group. I agree to perform these duties to the best of my ability and to have a positive impact on every member or guest experience.

Officer Signature

Printed Name

Date

Manager Signature