



Monthly Leadership Team Meeting Agenda

Presidents: Download this form fillable report and delegate an attendee to take notes as you facilitate the meeting, then submit it to the BNI Regional Office by fax or email, as well as your Director/Director Consultant, by the 10th of each month.

Chapter Name: _____

Leadership Team Meeting Date: _____

For the month of _____

Members Present

- | | |
|--|---|
| <input type="checkbox"/> President | <input type="checkbox"/> Visitor Host Coordinator |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Growth Coordinator |
| <input type="checkbox"/> Secretary/Treasurer | <input type="checkbox"/> Mentor Coordinator |
| <input type="checkbox"/> Education Coordinator | |

Other Members:

President Report

- ☐ Chapter Traffic Lights Summary/Focus

	Chapter Size	Member Growth	Retention	Referrals/ Mem/Wk	Visitors/ Week	Conversion	Absentee-ism	Total Score
Last Month			%			%	%	
This Month's Goal			%			%	%	
Target for Max Points	30	4	70%	1.1	2	20%	<5%	70

- ☐ Do our Chapter meetings start and end on time? If not, what can be altered to achieve this?
- ☐ What Meeting Stimulant did we use this month? How did it go?
- ☐ What is the general attitude of the Chapter this month?
- ☐ Confirm which new Members have completed the New Member Orientation with the President. Give signed New Member Orientation Checklists to Vice President for filing with Chapter records. New Members:
- ☐ Who attended Leadership Roundtable? Share something you learned.
- ☐ Who will be attending the next Leadership Roundtable?

Vice President Report

Bring the Summary PALMS Report from last month

	Referrals Given Inside	Referrals Given Outside	Visitors	One-to-Ones	TYFCB	CEUs
Last Month						

- ☐ What new Membership Applications are pending?
- ☐ Are all new and renewed Members listed when entering statistics on the PALMS Report?

☐ What general topics discussed by the Membership Committee need to be addressed by the Leadership Team (i.e. downward trends, incomplete slips, leads vs referrals, lates, permanent substitutes, etc.)? Which of these topics can be tasked to the Education Coordinator?

☐ Are there challenges with your role that need to be addressed by the Leadership Team?

Secretary/Treasurer Report

Bring the current Membership Dues Report and monthly bank statement

☐ Chapter Bank Account total:

☐ Last venue payment made: ☐ Next venue payment due date:

☐ Are there any Members in arrears for Chapter venue dues? If yes, who and how much?

☐ Does the Membership Committee need to take action with Members in arrears?

☐ Announce Members Up for Renewal

Expires in 3 Months	Expires in 2 Months	Payments Received By ST (Currently Under Review with MC)	Late Renewals (Expires in 1 month; Not yet received)	Expired (Due date has passed; No longer a Member)	Not Renewing

☐ Has this information been submitted to the BNI Regional Office?

☐ Review the Membership Dues Report with the Membership Committee for accuracy.

☐ Date the monthly Membership Dues Report was submitted to the BNI Regional Office:

☐ Are there challenges with the speaker schedule? If yes, discuss solutions.

☐ Are there challenges with your role that need to be addressed by the Leadership Team?

Visitor Host Coordinator Report

☐ Is your team consistently meeting with Visitors and walking through the Visitor Orientation?

☐ Is the Visitor Host—Follow-Up Specialist entering visitors into BNI Connect® weekly?

☐ Are there challenges with your role that need to be addressed by the Leadership Team?

Mentor Coordinator Report

☐ Who successfully completed the Passport to Success Mentor Program last month?

☐ Have they been awarded their completion certificates?

☐ Which Members are currently in the program?

☐ Which new Members have not yet been assigned their mentors? Who do you recommend as their mentors?

☐ Review current Power of One Report. Which Members need coaching to improve performance? Who does the Leadership Team need to conduct One-to-Ones with for individual support?

☐ Does your Chapter have at least 10 Member Mentors? If not, who would you nominate to fill the gap?

☐ Are there challenges with your role that need to be addressed by the Leadership Team?

Growth Coordinator Report

☐ Based on the Contact Spheres in your Chapter, what are the top ten professions that your Chapter is seeking?

	Top Ten List		
1		6	
2		7	
3		8	
4		9	
5		10	

☐ What are your plans for Chapter growth (i.e. BNI Game, Bring a New Substitute Day, Focused Inviting Days, Visitors' Day)?

☐ Report on last Chapter social event. What went well? What changes can be made for next time?

☐ What Chapter socials/events are scheduled for this quarter? Ideas for next quarter?

☐ Based on the discussion so far, what topics or announcements will be added to the Chapter e-newsletter?

☐ What noteworthy successes by your Chapter or your Members can be submitted as a press release?

☐ Are there challenges with the Chapter Marketing Team that need to be addressed by the Leadership Team?

Education Coordinator Report

Bring Networking Education Tracking Sheet

☐ Recap Networking Education Moments from the previous month:

☐ Based on the above discussions, what topics or ideas do you have for the next month of Networking Education Moments?

	Date	Topic	Delivered By
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			

☐ Are there challenges with your role that need to be addressed by the Leadership Team?

President Wrap Up

☐ Are there any leadership positions that are not currently being filled with active Members?

☐ Are there any leadership positions that have a volunteer, but still need to be trained?

☐ How can our Director and/or Ambassador best support us in the next 30-60 days?

Leadership Team Meeting Report Completed By:

Date Submitted to BNI Regional Office: