

Inspector's Duties

The Chapter Inspector...

1. Visits prospective members at their place of business.

2. Verifies employment

Determines whether the member is a full time employee or the owner of a company and that the selected category is their primary source of income.

3. Confirms Information

Confirms all information on the member's application.

- a. Verifies the prospect's chosen business category is on the official LeTip International Category List and that the category does not conflict with any existing members.
- b. Verifies that all contact information is complete, including mailing address, company name, etc.
- c. Makes sure a business card is attached.

4. Reviews membership application

The Inspector reviews the back page of the application with the prospect to insure that the prospect understands the Fees, Commitment, Integrity and Requirements.

5. Explains voting

- a. Prospect is to skip next meeting as members will be voting on their admittance.
- b. Three no votes will deny them membership in chapters with less than 30 members.
- c. Potential member cannot be voted on until their International and chapter fees have been provided.
- d. Explain the Speak-Off procedures if applicable (see Bylaws Article III, Section 2d).

6. Presents findings

Inspector reports to the membership at the chapter meeting after the inspection has been completed.

7. Hands over the application

Once a member has been accepted, the Inspector gives back the membership application to the Treasurer who mails the top copy along with LeTip International fees to the corporate offices. If the member is not voted in, the Treasurer will return their application and checks via certified mail.

Attaching business cards

LeTip requires that a prospect's business card be attached to the application because handwriting is sometimes difficult to decipher. This practice dramatically reduces incorrect information being entered into the LeTip database. Although clearly

stated on the membership application, many still arrive without a business card. If a new member has not received their badge in a timely manner or the name is spelled incorrectly, it is usually because the mailing address has been left blank or the handwriting was illegible. Attaching a business card also allows staff to double check phone numbers and those often tricky e-mail addresses.

Commitment

Commitments are located on the back of the membership application. When joining, members must:

1. Sponsor one (1) new member in their first year.
2. Tip a member at least four times a month.
3. Display LeTip brochures at their place of business.
4. Adhere to attendance requirements.
5. Have fellow members satisfy business or personal needs whenever possible.
6. Report any breach of ethics to the Ethics Committee.
7. Conform to LeTip International bylaws, rules, procedures and subsequent changes that may occur.
8. Agree not to belong to any other leads, tip or barter organization.
9. Attend a Network Training Seminar within 60 days of joining a chapter.

Getting answers to all questions

Asking the applicant to answer the questions on the back of the membership application serves the best interests of the new member and the chapter. It is important that new members are sincere about recruiting. One of the best ways to recruit is to have them bring in potential Power Partners.

Two very important questions that need to be answered are found in the Integrity portion of the application. Both questions emphasize the significance of Power Partners.

1. What unrepresented category would you like the membership to concentrate on that would most benefit you?
2. What profession would you be able to tip repeatedly because of your profession?

New members and their Power Partners should get together as soon as possible to discover the many ways they can benefit each other. A new member should be able to receive Tips when they present themselves and their category effectively.