

Membership Chair's Duties

1. Attend Board of Director meetings.

The Membership Chair must attend all monthly Board meetings. The Chair must also attend the Spring Membership Seminar which covers important information and new material.

2. Select a Membership Committee.

Depending on the size of the chapter, the Membership Chair selects three to six members and delegates responsibilities for various membership duties and events such as:

- a. Welcoming Committee
- b. Chamber Mixers
- c. Membership Drives
- d. Quarterly Roundtable on "Growing the Membership."

3. Train a welcoming committee.

The Membership Chair and Membership Committee should arrive at weekly meetings no later than 6:45am (11:15am for lunch meetings). Spend the time prior to the start of the meeting welcoming the guests.

Before meeting starts, the committee members should:

- A. Never let a guest stand alone. Guests should always be made to feel welcome. This is not only a function of good business, but of manners.
- B. As each guest signs in, one of the committee members should go over and introduce him/herself:
- C. Collect LeTip literature from the Registration Table and hand it to the guest.
- D. Explain that guests are introduced twice during the meeting and that, each time they will be giving a brief 30-second commercial about their business.
- E. Prepare guests to provide plenty of business cards to exchange with current members during the meeting.
- F. Let guests know that only the weekly speakers are allowed to pass business literature during the meeting.
- F. Introduce guests to professionals standing nearby.
- G. Escort guests to the Showboat Tables.
- H. Explain that all members showboat several times a year.

After the meeting is over, the committee members should:

- A. Answer all questions that are asked by the guest:
- B. Advise guests of the cost to join LeTip, including International and Chapter dues.
- C. Explain the inspection and voting process. Let them

know that if they put in an application, the Chapter Inspector will inspect their place of business.

- D. Committee members should thank each guest for coming, shake hands and invite them back to the next meeting. If this is a guest's second meeting, the paperwork and payment should be completed and the Treasurer directs the Inspector to make an appointment to complete the Inspection at their place of business.
- E. Committee sends out thank you cards to guests

4. Explain membership incentives for colored badges.

- A. Encourage all members to sponsor applicants to qualify for Green, Blue, Silver, Gold and Platinum Badges.
- B. Recognize colored Badge holders on a monthly basis. Have all members stand and give a round of applause.

5. Ensure chapter representation at Chamber Mixers.

- A. Make sure committee members will be attending and that they wear their LeTip lapel pins.
- B. Have committee members talk to the 10 most influential people in the room.
- C. If your chapter offers a free breakfast for a guest's first meeting (and this is optional) now is a good time to pass out Free Breakfast Cards to prospective members.
- C. Give a report to the chapter on Mixer results.

6. Coordinate trade show responsibilities.

- A. Purchase trade show space /booth and attend local Chamber Trade Shows.
- B. Stock your booth with information: brochures, rosters, chapter newsletters and other LeTip literature. Assign two members to be at the booth at all times. If possible have one member visit other booths.

To get the most benefit from your LeTip Chapter & to form a more cohesive group, we suggest the following Quarterly Roundtable & Business Mixer Schedule be followed:

► Month 1: Tipping Roundtable

(subjects: Increasing quantity, increasing quality of tips etc.)

► Month 2: Membership Roundtable

(subjects: Finding guests, sponsorship, recruiting Power Partners, membership contests.)

► Month 3: Business Mixer