

President's Duties

1. Follow Bylaws

The President must thoroughly read and follow the LeTip International Bylaws.

2. Wear Green Badge or better.

As stated in the LeTip International Bylaws: Article VII – Election Procedure Section (3) Only members who have earned a Green Badge or higher are eligible to hold the office of the President.

3. Attend training twice yearly.

The President is required to attend the semi-annual LeTip International training seminars. The first held soon after elections, the second held in the fall.

4. Supervise the chapter.

The president is required to supervise the chapter members and all operations.

5. Watch the clock.

The President and Vice-President arrive 45 minutes prior to calling the meeting to order. They oversee the set-up of the room and make sure every detail has been taken care of prior to the arrival of members and their guests.

- a. Networking portion of the meeting runs from 6:45am to 7:16am, or 11:15am to 11:46am.
- b. The meeting is called to order on time by the Sergeant-at-Arms or he/she is required to add \$5 to Tip bucket. Morning meetings start at 7:16am sharp, noon meetings at 11:46am sharp. If the chapter has 50+ members the meetings start 15 minutes earlier.
- c. Make sure meeting opens with Pledge of Allegiance.

6. Establish protocol for meals.

LeTip's purpose is to increase each member's business and meals must never take precedence or interfere with meetings.

- a. Plated meals to be served during the meeting from the prearranged choices listed at the registration table whenever possible. No ordering off the menu.
- b. If the only option is a buffet, it should be cleared by 7:15am for morning (or 11:30 for noon) meetings.
- c. Eating before or after a meeting is an option.
- d. Quarterly dues enable a chapter to pay for options to build business. Meals are a perk. The Board has the discretion of when or whether a meal is served during the weekly LeTip meeting.
- e. Never break for the meal.

7. Follow the program

Always follow the 18 step format on the Flip Chart throughout the meeting. Do not change the format. Leave nothing out.

8. Reinforce the Speaker.

After every Speaker's presentation, conclude with a statement such as: "This is our CPA who we support 100%."

9. Conclude meetings with two reminders

At the end of meeting President should remind members to:

- (1) Bring a guest to the next meeting.
- (2) Talk about the Speaker to the first 10 people that they meet today.

If time allows, ask members for testimonials and announce new member's names and phone numbers.

10. End the meeting on time.

Ensure the meeting concludes on time or the President must put \$5. in the Tip bucket. Morning meetings conclude at 8:31am and lunch meetings conclude at 1:01pm.

11. Watch for conflicts of interest.

If a conflict is apparent to the Greeter when a guest registers, request that they see the President or the Vice-President before the meeting starts.

- a. If a category is filled, the guest may stay for the meeting; but they cannot give a commercial, or pass business cards and must pay the prorated weekly dues.
- b. If category is in conflict with LeTip's Official Category List and/or Special Category list, follow (a) above.
- c. Ensure there are no verbal conflicts between members and guests. Keep negative comments out of meetings.

12. Keep meetings positive.

Never say or do anything that does not promote the growth of member business. Terminate inappropriate comments or questions by offering to discuss them after the meeting. Keep the meeting under control by following the Flip Chart.

13. Do not allow open discussions.

All issues that need to be addressed are to be discussed at the Board of Director's meeting. Any member who has an issue must present it to a Board member before or after the meeting, never during a Chapter business meeting.

- a. Avoid impromptu discussions of ideas that have not been thought out or prepared for the Board in writing.

14. Assure decisions come from the entire Board.

After the board makes a decision it is reported by the committee chair at the following meeting's committee reports. Never state that the President has made a decision personally, but that the Board as a group has made a decision.

15. Delegate tasks.

Make sure the Vice President takes attendance and pays attention to the details of the meeting. If a member is going to miss a meeting, the member must call the VP. The VP orders

chapter supplies through LeTip International using the chapter supply order form available on the website at www.letip.com.

16. Hold chairs responsible for their jobs.

Read all chapter responsibilities and be familiar with board and committee duties. Good leaders hold the officers and chairs accountable to do their job. If Officers and Chairs are not doing their jobs, find a replacement. Proper delegation ensures that others are involved in the overall operations of the Chapter. This is how to build a winning team.

17. Lead by example.

Arrive 45 minutes early and be available to the membership after the meeting. Bring guests and pass tips. You can not ask the membership to do something you have never done. Show loyalty to your fellow members. To be a successful President, you must be positive, energetic and organized.

18. Set Chapter goals

Chapter goals should be set for the next six months. Create a plan and take action, and your Chapter will be successful.

19. Keep members accountable.

Using the Bylaws, terminate non-productive members. Strong chapters always houseclean! Good members become discouraged when non-productive members are allowed to remain. Guests see the poor accountability and will not join.

- a. Act immediately on poor attendance and lack of tips. The Bylaws support you and the Board of Directors. Use them to create a strong, loyal Chapter.

20. Stick to the budget.

With the Board, develop a Chapter budget based on your Chapter's goals. Stick to your budget and require Board approval on all expenditures.

22. Be ready to praise.

Always recognize publicly the efforts and successes of members. There is always someone deserving. Positive reinforcement goes a long way.

Meeting Agenda

1. President starts meeting at 7:16am or 11:46am sharp.
2. Vice President hands guest list to the President.
3. Pledge of Allegiance and LeTip Creed are stated.
4. Introduce Officers and TipMaster.
 - a. All Officers are to stand when introduced and state their office and occupation.
 - b. When the TipMaster is introduced, he or she states their occupation, reads the definition of a Tip, reminding the members to drop the yellow copy of the tip form into the tip bucket.
5. Announce the Lunch Bunch.
 - a. This will include 3 to 5 members and the new member.
6. Introduce guests.
 - a. Guests are asked to stand and are introduced by the member who invited them.
 - b. Each guest is given 30 seconds to give occupation and company name. (Later on they do their commercial.)

7. Members and guests pass their business cards to the left
8. Program Director introduces Speakers.
 - a. A maximum of 10 minutes per Speaker, time controlled by Sgt at Arms.
 - b. The Speaker sits at the head table.
 - c. The President reinforces loyalty to speaker.
9. President introduces new members.
 - a. President presents new members with card caddies and lapel pins (do not wait until their badge comes).
 - b. President reminds new members to send 10 letters on their stationary with a brochure, and to bring copies of letters to next meeting or drop \$10 in the Tip bucket.
 - c. Reiterate that the chapter does not want the fine, rather to encourage chapter growth by inviting new guests.
10. President asks the Vice President for committee reports.
11. President solicits the Inspector's report of new applications. No questions are allowed.
12. Sgt at Arms passes out the voting ballots before the meeting. Written votes on pending applications are taken and forwarded to the President for counting.
13. In the event of a speak-off, the ballots are passed to the Vice President to tally.
 - a. President is to meet with the two or more potential members after the meeting to give them the results.
 - b. Refer the person that did not win the speak-off to contact the Regional Director to get them in touch with another chapter with availability.
14. Lucky Devil award.
 - a. Place the business card underneath the seat or attach to the chair for the selection of the Lucky Devil.
 - b. The Lucky Devil gives a 30-second commercial for the previous week's Speaker, when the Tip Bucket is passed.
15. Unknown Greeter is announced (preferably a guest). Have them stand and give them a round of applause.
 - a. President announces and congratulates the Unknown Greeter, stating that any member who did not shake their hand is requested to drop \$1 in the Tip bucket.
16. President requests the attendance report and explanation of the attendance rules from the Vice-President.
 - a. If applicable, the President instructs the Secretary to send any termination letters and announces any new openings, if a member has left.
17. President will conclude the meeting and ask members to bring guests.
18. If a prospective member is voted out, do not state the results at the same meeting.
 - a. Ensure that all "NO" votes are tallied and the members contacted to ensure that all "NO" votes are valid.
 - b. Some members try to control multiple categories and will vote "NO". A member may hold only one category. All members must have a valid reason for their no vote.