



Inspector Duties

Proper inspection will make a major difference in the success of a chapter.

Chapter Inspector duties.

The inspector's job is to review a new member's suitability for membership. This process requires more than just confirming the hard facts, such as category and business location. It also requires ascertaining a prospective member's commitment to the chapter, and the chapter's ability to commit to the new member. The Inspector responsibilities are:

1. Ensures that the membership application always stays with the treasurer at all times. The inspector does not take the completed application to an inspection.
2. Confirms with the treasurer that the application has been completely filled out, the back page boxes have been read and checked off by the applicant, and the applicant's signature appears on both sides of the form.
 - a. Verifies the prospect's chosen business category is on the LeTip official 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.
3. Visits prospective members at their place of business.
4. Verifies employment by determining 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.
5. Reviews a **sample** copy of the **LeTip Application Agreement**, located on the back of the application, with the prospect to insure that the prospect understands the initial and renewal dues, commitment, integrity and requirements.
6. Explains the voting process to the prospect and reiterates:
 - 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 dues have been provided.
 - d. Explain the Speak-Off procedures if applicable (see Bylaws Article III, Section 3.2(d).
7. Reads an Inspection Report the membership at the next chapter meeting following the inspection.

8. Once a member has been accepted, the inspector verifies that the treasurer has mailed the top copy, along with LeTip International dues, to the corporate offices. If the member is not voted in, the treasurer will return their application and checks via certified mail.

9. When introduced at chapter meetings, inspectors state: "I am your chapter inspector My responsibility is to visit all prospective members to ascertain their qualifications prior to their being voted into our chapter"

Attach 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.

Get answers to important questions.

Asking the applicant to review the statements 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 and Tipping.

The best way for both old and new members to get and give Tips is by recruiting power partners.

Two very important questions you should ask a prospective new member are:

- What unrepresented category would be able to Tip you repeatedly?
- What unrepresented category would you be able to Tip repeatedly?

New members and their power partners should get together as soon as possible to discover the many ways they can benefit each other.