



Membership Chair Duties

The Membership Chair welcomes new members to the chapter and encourages their involvement.

1. Attend Board of Director meetings

The Membership Chair must attend all monthly Board meetings as a voting member. The Membership Chair must also attend the Spring and Fall Board training 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 6:45 a.m. (11:15 a.m. for lunch meetings). Spend the time prior to the start of the meeting, welcoming guests and handing them LeTip literature.

Before the meeting starts, the committee members should:

- A. Never let a guest stand alone. Guests should always be made to feel welcome by the Membership chair and committee members. Ask them if you can sit next to them during the meeting and that you'd be honored too. Remember, your the guests first impression of your chapter.
- B. As each guest signs in, one of the committee members should go over and introduce him/herself:
- C. Have LeTip literature and pack of 5's ready to hand to the guest. Explain the pack of 5 to them, starting from the bottom item on up:
 5. Q&A answers the top 25 questions about LeTip
 4. Blue Ribbon Difference explains the benefits LeTip provides its members
 3. What LeTip can do for you brochure explains why to join LeTip and you can mail and/or give it to some one you'd like to invite to a meeting.



2. The Tip Form is how the members pass business to each other, if you have a referral today please fill this form out and place it in the tip bucket when it comes around. Additional Tip Forms will be on the tables if needed.

1. The LeTip Creed card

D. Explain that guests are introduced twice during the meeting and that each time they will be giving a brief 30-second commercial, first about themselves personally and later 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. Official Greeters take 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 week's meeting. If this is a guest's second meeting, and they are joining, the Treasurer has the Inspector schedule with the guest an appointment for their inspection. The Inspector goes to their place of business and goes over their completed application with them.
- E. Committee should send out thank you cards or emails to guests after the meeting.

4. Explain membership incentives for colored badges

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