



President's Duties

1. Follow the bylaws and ethics rules & regulations

The president must thoroughly read and follow the LeTip Bylaws. The ethics rules & regulations can be found online at www.letipwired.com (Documents-Procedures-Chapter Ethics).

2. Wear a green badge or better

As stated in the bylaws: Article VII – Election Procedure Section 7.3: **Only members who have earned a green badge or higher are eligible to hold the office of the president.**

3. Attend LeTip board training twice yearly

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

4. Supervise the chapter

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

5. Watch the clock

The president and vice-president arrive 30 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 7:01am to 7:16am, or 11:31am 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 7:16 a.m. sharp, lunch meetings at 11:46 a.m. sharp. If the chapter has 50+ members the meetings may start 15 minutes earlier.
- c. **Meetings open with the Pledge of Allegiance (USA only)**, directory followed by everyone reciting the LeTip Creed.

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. Whenever possible, plated meals are to be served during the meeting from prearranged choices listed at the registration table. No ordering off the menu.
- b. If the only option is a buffet, it should be cleared by 7:15 a.m. for morning meetings, or 11:30 a.m. for lunch 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. It is strongly recommended to follow the Flip Chart

Always follow the format on the flip chart throughout the meeting. Do not change the format. Leave nothing out.

8. Conclude meetings with two reminders

At the end of meeting, president should remind members to:

- a. Bring a guest to the next meeting.
- b. Talk about the Speaker to the first 10 people that they meet today.

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

9. 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 8:31 a.m. and lunch meetings conclude at 1:01 p.m., be respectful of members' time.

10. Watch for conflicts of interest

The Greeter monitors guests for possible conflicts of interest. Regardless, the president and/or vice-president should always review the guest sign-in sheet prior to the start of the meeting. If a conflict of interest is noted between a member and a guest, the president should explain to the guest that they are not allowed to give a commercial or pass their business cards. Guests can introduce themselves by name and say they are looking for a chapter with an opening in their category. These prospects should then be referred to the LeTip corporate office.

- 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. Ensure there are no verbal conflicts between members and guests. Keep negative comments out of meetings.

11. Keep meetings positive

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

12. 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.

13. 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.

14. 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 vice-president

24hrs in advance. The VP orders chapter supplies through LeTip International's webstore which you can find at www.letipwired.com. Once you log in, click on webstore.

15. Hold committee 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.

16. Lead by example

Arrive 30 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.

17. 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. (see pg 6)

18. 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.

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.

19. Stick to the budget

Develop a chapter budget with the board based on your chapter's goals. Stick to your budget and require board approval on all expenditures.

20. 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 7:16 a.m. or 11:46 a.m. sharp.
2. Vice-President hands guest list to the president 5 minutes before the meeting begins.
3. Pledge of Allegiance (USA), and LeTip Creed are recited.
4. Introduce officers and TipMaster.
 - a. All officers are to stand and introduce themselves and state their office and occupation.
 - b. When the TipMaster is called upon, he or she states their occupation, reads the definition of a Tip, and reminds the members to drop the yellow copy of the Tip form into the Tip bucket.
5. 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.
6. Introduce guests.
 - a. Guests are asked to stand and introduced by the mem-

- ber who invited them, giving only name and category.
 - b. Each guest is given 30 seconds to give personal introductions about themselves. (Later on in the meeting they give their 30 second business commercial.)
7. Members and guests pass business cards to the left.
 8. Program director introduces Speakers.
 - a. A maximum of 10 minutes per Speaker, time controlled by sergeant at arms. (8 min to speak; 2 min Q&A)
 - 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 their name badges, card caddies, and lapel pins.
 - b. President reminds new members and members who have not taken NTS (Network Training Seminar) to attend so they can be placed in the program schedule after completing the online training.
 10. Announce the Lunch Bunch.
 - a. Include three to five members and the new member(s).
 11. President asks the vice-president for committee reports in order of reports as they appear on the flip chart.
 12. President solicits the inspector's report of new applications. **No questions or open discussions are permitted.**
 13. Sergeant at arms passes out the voting ballots before the meeting. Written votes on pending applications are taken and forwarded to the vice-president to count during the meeting.
 14. In the event of a speak-off, the ballots are passed to the vice-president to count during the meeting. (see pg 7 for speak off procedures)
 - a. President is to meet with the two or more potential members after the meeting to give them the results.
 - b. Refer the person(s) who did not win the speak-off to the LeTip corporate, LeTip will look into other chapters with an opening, or the possibility of starting a new chapter.
 15. Lucky Devil Award.
 - a. Put the business card of the previous week's speaker 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. This allows the speaker to see if they are educating their membership.
 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 concludes the meeting and asks members to bring guests to the next weeks meeting.
 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.
 - c. President must call and verify all NO votes with the members who voted NO.