



VICE PRESIDENT/ATTENDANCE SCRIPT

Reporting the status of the chapter's attendance is an ongoing task for the Vice President

(The following is to be read when guests are attending a meeting)

Good morning (afternoon), my name is _____, I am the Vice President and also the chapter's _____ (name your category)

We Have (# of members in the chapter) members in this chapter, (# absent), (# excused), (#unexcused). (Say the name and category of the Excused Members Only.) Remember to contact these people if you have a tip for them today to ensure that the business you pass doesn't go cold. In Letip, you are allowed to miss 4 meetings in a quarter. To count as an excused absence, you must contact me not less than 24 hours in advance so I can announce you at the meeting (remind members how to contact you – via email, text, call, etc.). Any two unexcused meetings in a row will subject your membership to termination.

You are allowed to send a qualified substitute to the meeting 6 times per year but never more than two consecutive meetings in a row. The qualified substitute must be employed by you or your company and must be able to deliver your 30-second commercial and perform the primary function within your company as defined by your category. We encourage you to bring your qualified substitute as a guest to our meetings and to attend our business mixers so we can get to know them, and they can get to know all of us. *(Announce recently vacated categories here if any.)* Thank you that concludes my report on attendance.