



an alliance of trusted business professionals

VAM: Visitor-Applicant-Member Process

Visitor

- Visitor Host (VH) greets visitors and helps them feel welcome.
- VH collects business cards and contact information for the BNI log (used to generate thank you notes from BNI Mass once entered into their website). VH gives business cards to the President before the meeting begins with notations: "Visitor," "Sub for _____"
- VH introduces visitors to other members who should help them feel welcome and prepare them for the meeting.
- Essentially all members are VHs and should never leave a guest unattended.
- VH follows up with visitor via phone after the meeting.
- VH emails the President the list of visitors for the day so s/he can follow up as well.

Applicant

- Applicant fully fills out application (including references), but should not date the application or the check.
- Applicant gives application and check to the Membership Committee (MC) member in charge of new member applications (listed on main page of www.BNIBrookline.com).
- MC makes copy of application for record keeping purposes and gives it to the VP.
- MC emails all chapter members with applicant's name, business name, website and seat they are looking to fill, with a solicitation for feedback.
- Two chapter members, including at least one MC member, interview the candidate (in most instances). Interview includes meeting in person, checking references, and writing a report to the MC/VP with impressions of the applicant, along with feedback and recommendations from the chapter members.
- The entire MC and VP vote to accept/deny the application.
- MC notify applicant immediately via phone once they are accepted or denied.
- If applicant is offered a seat and accepts, MC notifies the President.
- MC sends an email to chapter members announcing the new member.

Member

- At the next chapter meeting, the new member takes the BNI oath and is officially welcomed!
- Member receives New Member Packet and meets with President to learn next steps in MSP training.
- Member Success Coordinator (MSC) assigns member a mentor (either MSC or another member) who checks in with the member at least once each month for the first 3 months.