

# Leadership Team Meeting

## Monthly Meeting Agenda

This is an outline of the topics that Leadership Teams should cover at every monthly meeting. There also will be current ad-hoc issues that the team will need to discuss.

**Chapter Name** \_\_\_\_\_ **Meeting Date** \_\_\_\_\_ **Submitted by** \_\_\_\_\_

- 1. Discuss the Chapter's Goals** for the (a) numbers of members, (b) visitors and (c) referrals. **Evaluate the progress achieved** toward meeting these goals, consistent with what has been reviewed and agreed to with your BNI Director.  
**Discuss other activities or steps that the chapter will take** toward meeting these goals.

**Record progress of the chapter** toward meeting these goals here:

<b>Goal for the month of</b> _____	<b>Target</b>	<b>Results Achieved</b>
No. of <b>Members</b> in the Chapter	_____	_____
No. of <b>Visitors</b> in the month	_____	_____
No. of <b>Referrals</b> per member per week	_____	_____

- 2. Update the recruiting priority list of the Chapter's most-wanted 5 to 10 business categories.** Have the Membership Committee announce the most wanted list as part of the weekly Membership Committee report. E-mail this list to your BNI Director.

- 3. The Vice President should circulate the last Membership Committee minutes and summarize their decisions/actions** relating to: Applications, Pending Renewals, Member Participation, Contentious disputes, etc.

**4. Other issues discussed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Any concerns of the Leadership Team:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Action required by BNI Director:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please e-mail or fax this form to your BNI Director within 24 hours of the Leadership Team Meeting.**