



Secretary/Treasurer: Biography Sheet, Speaker Rotation, Chapter Fees & Membership Renewal

This is the opportunity to build a relationship and support the new member. The new member will not know what questions to ask of you, so it is important for you to lead the conversation and help them to know what is expected of them. The BNI content should only take 10-15 minutes to complete. The balance of the hour should be used to get to know one another and build a referral relationship.

Biography Sheet

Every new member can complete the Biography Sheet in their BNI Connect® profile. This document can be printed and submitted to your Secretary/Treasurer prior to your Feature Presentation. Every member can deliver a Feature Presentation, allowing them to teach their fellow members how to find referrals for them. The Biography Sheet is used to introduce members just before they present. Here are a few tips on using your Biography Sheet.

- Keep it positive.
- Educate the room to build your credibility.
- When disclosing something no one knows about you, make sure that it builds your positive image, not something embarrassing.

Speaker Rotation

Remind the new member that completion of the Member Success Program in BNI Business Builder and completion of the Passport Program is required prior to being a Featured Speaker. Ask if the new member needs assistance in logging in to BNI Business Builder or BNI Connect.

Chapter Fees (if applicable)

Explain the process of collecting chapter meeting dues, if applicable.

Membership Renewal Payments

- The Membership Renewal process begins 90 days prior to the expiration date.
- BNI® membership dues are due 30 days prior to the due date.
- Renewals are at the discretion of the Membership Committee.

Sign the Passport once this section is completed.

