



Visitor Host: Visitor Host Experience

To help new members understand the Givers Gain® value of BNI®, we ask that each new member serve one day with the Visitor Host Team. This will teach the new member that all members are expected to serve on the Leadership Team in some capacity as a way of giving to the chapter, and one of the best first steps is to serve as a Visitor Host for a day. Discuss the importance of visitors at each meeting and that they are the most important people at each meeting. The weekly meeting is for the visitors.

Assign a day for each new member to host. On the day before the meeting, meet with the new member and review what they will be doing during the meeting.

They will be:

- Greeting people as they enter the room; (this applies to both in person and online)
- Providing Visitor Name Badges to guests and visitor;
- Taking visitors/guests into the room introducing them to members in their contact sphere;
- Conducting the Visitor Host Orientation (in person or online)
- They will also do a follow-up phone call that day to at least one visitor/guest to find out what questions they may have after visiting.

Day of the Meeting

Give the new member a name badge that has one of the Visitor Host ribbons. (Be sure to get it back at the end of the meeting for the next person.)

Ask the new member to be the Visitor Host Greeter and help to introduce the visitors to the Leadership Team that day. Remind the new member to leave the visitor with a member, so they can come back to the Welcome Table and greet the next person who arrives including members.

After the meeting, when the time comes to take the visitors out of the room (or in a breakout room online) for the Visitor Orientation to discuss the next steps, let the new member know they will come with you and listen as you help visitors and answer their questions. The new member should be familiar with this as they went through the same process themselves.

At the end of the meeting, answer any questions the new member has and collect the name badge.

Follow up with the new member to find out if they did a follow-up call with an assigned visitor/guest.

Sign the Passport once this section is completed.

