



**Welcome to the
Leadership Team Orientation**

**Breakout Room
MENTOR COORDINATORS**

**THANK YOU FOR
TAKING THIS ROLE.**

Your chapter needs you.

OBJECTIVES

- To correlate the value of the role of Mentor Coordinator with new member retention in the chapter.



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- To understand the roles and responsibilities of Mentor Coordinator, Member Mentors, and Member Consultants.
- To reinforce BNI's Core Value of Recognition when new members achieve milestones.
- To provide the tools to support new members.



WHY PASSPORT TO SUCCESS?

- Average global 1st year renewal rate is ~45%



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- Average global 1st year renewal rate is ~45%
- Research concluded members leave membership organizations because **they don't think anyone will notice.**



4 KEYS TO AN EFFECTIVE PASSPORT PROGRAM



**Engaged
Mentor Coordinator**



4 KEYS TO AN EFFECTIVE PASSPORT PROGRAM



**Engaged
Mentor Coordinator**



**Engaged
Chapter Mentors**

4 KEYS TO AN EFFECTIVE PASSPORT PROGRAM



**Engaged
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**Engaged
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**Engaged
Director Consultant**

4 KEYS TO AN EFFECTIVE PASSPORT PROGRAM



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**Receptive
New Member**

NEW MEMBER ONBOARDING - CHECKLIST

- ❑ Select & train Passport Member Mentors that are good role models
- ❑ Welcome new members; participate in New Members Induction
- ❑ Pre-fill the Passport with chapter and participating members information
- ❑ Initiate Passport Program (& other onboarding activities)
- ❑ Explain the 30.60.90 Program. MSP/Smart Start/Passport (*Online MSP & Smart Start are mandatory for all new members*)
- ❑ New member check-in: Ensure they are progressing at a good pace
- ❑ Member Mentors check-in: Ensure they are engaged
- ❑ Coordinate with Member Coordinator
- ❑ Graduation with Celebration
- ❑ Inform Secretary/Treasurer when new member is eligible for Speaker Rotation
- ❑ Inform Regional Office when Passport is complete, to update Training History
- ❑ Update on new member progress during Chapter Success Meeting

PASSPORT MEMBER MENTORS

Roles & Responsibilities

1. **Contact new members** to schedule a Passport 121



PASSPORT MEMBER MENTORS

Roles & Responsibilities

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2. Follow the Passport script for the first 15 minutes of the 121, then



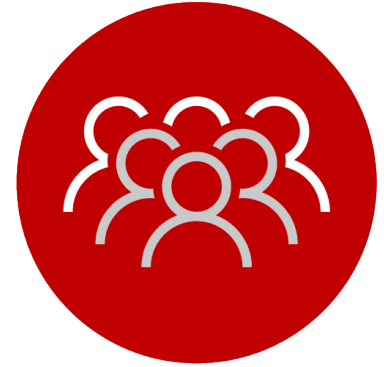
PASSPORT MEMBER MENTORS

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PASSPORT MEMBER MENTORS



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4. Bring and demonstrate quality GAINS Profile, Bio, TOPS profile, 121 Planner

PASSPORT MEMBER MENTORS



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Q: Who makes a good Passport Member Mentor?



PASSPORT MEMBER MENTORS

Member Mentor #1 – President

President or former President



- Discuss the Leadership Team roles
- Review the BNI Weekly Meeting Agenda
- Discuss the expectation that all members serve on the Leadership Team
- Discuss weekly commitment that all members make



PASSPORT MEMBER MENTORS

Member Mentor #2 – Vice-President

Vice-President or former Vice-President



- Discuss the BNI Policies
- Explain the PALMS Report and the Traffic Light Reports
- Explain how to register email address with Reporting2you.com



PASSPORT MEMBER MENTORS

Member Mentor #3 – Secretary Treasurer

Current or former Secretary Treasurer



- Discuss completion of the Biography Sheet
- Discuss attending the Member Success Program prior to conducting a Feature Presentation
- Discuss how to pay chapter fees such as venue or breakfast fees, etc.
- Discuss how to submit a membership renewal when the time comes.



PASSPORT MEMBER MENTORS

Member Mentor #4 – Membership Committee

Current member of the Membership Committee

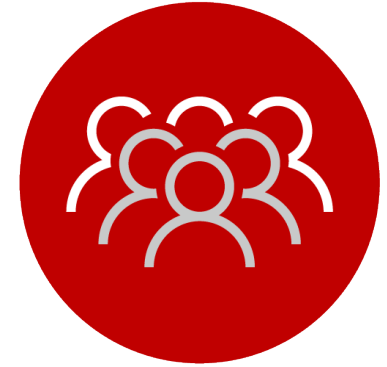


- Explain the role of the Membership Committee
- Cover the Substitute Program – Who to use and how to prepare them
- Cover the Attendance Policy (General Policy #5)

PASSPORT MEMBER MENTORS

Member Mentor #5 – Education Coordinator

Current or former Education Coordinator



- Discuss the importance of referrals versus leads
- Explain how to earn and record Chapter Education Unites (CEUs)
- Confirm if new member has access and knows how to access BNI Business Builder (Former BNI University)

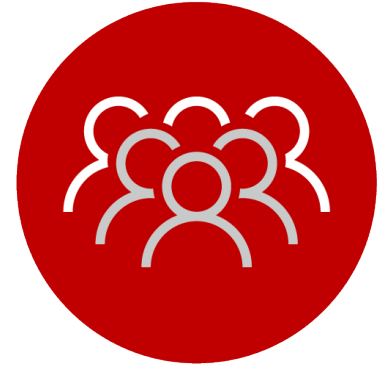


PASSPORT MEMBER MENTORS

Member Mentor #6 – 121 & GAINS

Use Mentor who does a high number of 1-2-1s

- Discuss One-to-One etiquette using the GAINS Exchange
- Discuss the One-to-One Meeting Planner



PASSPORT MEMBER MENTORS

Member Mentor #7 – BNI Connect

Use Mentor who is great with BNI Tools

- Explain how to use the BNIConnect App
- Assist with enhancing their BNI Connect Member Profile
- Explain how to record and track their activity in BNI Connect



PASSPORT MEMBER MENTORS

Member Mentor #8 – Gold Club Badge

Use Mentor who brings a high number of visitors



- Discuss importance of why and how to bring people to visit
- Discuss how each guest/visitor adds value to the other members

PASSPORT MEMBER MENTORS

Member Mentor #9 – Visitor Host Coordinator

Visitor Host Coordinator or part of the Visitor Host Team

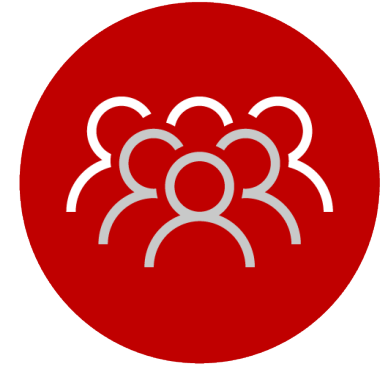


- Share that every new member will serve as a Visitor Host together with the Visitor Host Team during one meeting
- Meet with the new member to discuss the date and task

PASSPORT MEMBER MENTORS

Member Mentor #10 – Local Trainings

Current or former Communications Coordinator



- Share details of upcoming local training's
- Share details of upcoming local BNI events for additional networking opportunities
- Show how to find and register for events on regional website
- Explain the value of the BNI Regional Weekly Newsletter



KEY POINTS TO REMEMBER



1. **Mentors should reach out to new members.**
2. **Mentors need to lead by example.**
3. **Mentors need to be available for 1-2-1s within the 10 weeks after induction.**

INDUCTION FOR NEW MEMBERS

- Celebration and Recognition on a new member's first day
- Include the Mentor Coordinator
- Recognize the Sponsor
- New Member Bio
- Code of Ethics
- Passing of the Virtual Passport
- Social Media post in private FB group, public FB page
- Mentor Coordinator arranges a meeting after the chapter meeting



INDUCTION FOR NEW MEMBERS



1. Passport
2. Certificate of Completion
3. Tracking Spreadsheet

All documents can be found in BNI Business Builder (former BNI University)



ELECTRONIC PASSPORT

PASSPORT TO
SUCCESS

BNI[®]

*United States
of America*



TRACKING SPREADSHEET

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	BNI	Chapter	BNI Encore																		
2																					
3	Date		Ambassador Mtgs			Passport Member Mentor 121s										30 Day	60 Day	90 Day	Post-Completion		
4																					
5	Induction	Member	0-3month	6months	9months	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	Online MSP	Advanced Training	Passport Grad	Speaker Roster	Email	
6																				admin@bnibc.ca	
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37	Members are added to Speaker Roster after completing Passport Program, one Advanced Training Workshop (recommended) and online MSP. Members should have at least 6 weeks to prepare their presentation.																				
38	Guidelines																				
39	Date	Date of Induction																			
40	Ambassador M	date when to be done - C when complete																			
41	er Mentor M	C - for complete																			
42	grad	Date of completion																			

Instructions

2020

Member Mentor Descriptions

PASSPORT GRADUATION



BNI[®]

PASSPORT GRADUATION CELEBRATION

- Passport Completion is a time to celebrate! Why?
- Where in the Agenda
- Feature Presentation
- Notable Networker
- Announcements
- Invite the Regional Support Team
- Invite Visitors
- Present a Certificate of Completion
- Individual and Group Photos
- **Make it fun!** Trivia quiz about the new member, Q&A interview-style



PASSPORT GRADUATION CELEBRATION



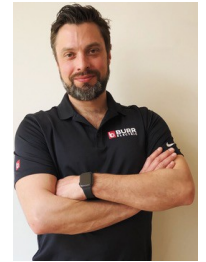
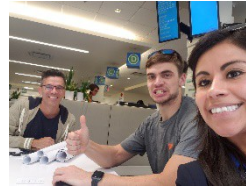
PASSPORT GRADUATION CELEBRATION



CERTIFICATES AND GRAD CAP



Photo Collage



CERTIFICATE



Certificate of Achievement

FOR COMPLETING
THE PASSPORT PROGRAM

Recipients Name

Chapter Name

Date

President Name

A handwritten signature in black ink, which appears to read "Ivan Misner". The signature is fluid and cursive.

Dr. Ivan Misner
BNI Founder and Chief Visionary Officer

Q&A



*Thank
you!*



2021/2022 Leadership
Team Orientation