Visitors Day – Modified Meeting Agenda

For more than 10+ Qualified Visitors

When your weekly chapter meeting has many Visitors, it can be a challenge to keep the Agenda moving smoothly and end on time. The following modified agenda recommends certain agenda points that can be removed to facilitate other areas that may take longer. Visitors and Members should be informed in advance that the meeting will take about two hours.

1. Open Networking
   a. Start early, or limit time for open networking so you can start the Agenda on time
2. Call the Meeting to Order / Introduce Special Guest/Introduction of Team
   a. *Suggested modification to script:* "Today's meeting is going to be a little different. For the Visitors here today, we thank you for attending. Today is a special meeting, devoted to you, our Visitors. You have been invited here today by one of our members who believes you could be a great fit for our chapter, and this could be a great way to grow your business. Today's agenda will include a Feature Presenter who will highlight the benefits of membership, and at the end you'll have an opportunity to learn how to become part of our community."
   b. If your Feature Presenter is a Special Guest (e.g. Franchise Owner), be sure to introduce them as part of your Leadership Team.
3. Mission & Vision
   a. Have a member conduct a concise perspective of one of BNI's Core Values.
   b. Include Global, National Stats and Regional Stats. To show the full reach of BNI, include multiple statistics. Contact your Regional Office to obtain the most recent National and Regional Stats. Global statistics can be found at bni.com. Your chapter statistics can be included here if you wish, although they will be covered in the Vice President's report.
4. Networking Education
   a. Consider having a veteran member or two describe why BNI / their BNI journey (max three minutes in total)
   b. May exclude if your Feature Presenter expects to take longer than ten minutes.
5. Notable Networkers – 1st meeting of the month – can include, depending on your estimated time.
6. Welcome New and/or Renewing Members to the Chapter – lots of fanfare!
7. <u>Visitor</u> Introductions – 10-15 seconds each, max
   a. Name
   b. Company
   c. Profession
   d. Who invited them
   e. NOTE: members of other chapters should not be attending and if so, they get the same intro as visitors. Substitutes do not introduce themselves here; they are representing a Member and do so during Member Weekly Presentations.
8. Member Weekly Presentations – give members notice in advance:
   a. President script: "One of the benefits of membership is that each week our Members have the opportunity to stand and Ask for what they want. Visitors, if you hear of a potential referral for a member, you will have an opportunity later in the meeting to pass it."
   b. Limit to 30-45 seconds each

      c. Remind members to have a clear and compelling Ask

9. Vice President Report
      a. Be enthusiastic about the numbers!
      b. Include the Average Value of Referral in your statistics

10. Membership Committee Report
      a. Can exclude, OR
      b. "We plan to add <five> new professions in the chapter. We are looking forward to scheduling interviews with those of you here today who want to lock out their competition."
      c. This is not the day to mention Top 10 Professions Wanted, because if a Visitor is not on that list, they may think they cannot apply

11. Introduce Feature Presenter
      a. Ensure the Secretary-Treasurer has the Feature Presenter's introduction
      b. If the Feature Presenter is a Special Guest, they may have their own slide deck, so ensure you have it in advance.

12. Feature Presentation
      a. May take as long as 20 minutes if presenting the BNI Opportunity
      b. Geared towards the Visitors, and the benefits of being a member of BNI and your chapter.
      c. *FP script at end:* "You have a level of interest form in front of you; please fill it out now and indicate your level of interest with a 1, 2 or 3 and give the form to the Visitor Host Coordinator or Vice President during the visitor orientation which will take place later in the meeting."

13. I Have
      a. Script: "For the visitors here today, this is the time that our Members report referrals they have passed or thank you for closed business which is all recorded using the BNI App."
         i. Remind all members that they report contributions to the chapter for at least one of I have a referral for
         ii. I have Thank You For Closed Business for (**everyone** should have); include the dollars and have someone add them up
         iii. Thank you to my Visitor
         iv. I have a brief testimonial – ONLY one, and approved ahead of time by the President)
      b. No: I have 121s, CEUs, "nothing" (this is "I have", not "I did")
      c. Tell VISITORS if they have any Referrals that they would like to pass, they can do so here.

14. Secretary-Treasurer report
      a. Include the cost of membership
      b. Include the chapter dues

15. President – Announce Visitor Orientation
      a. Have all Visitors complete their Level of Interest card
      b. Have all the Visitors, Guests, Subs leave the room for Orientation; Feature Presenter, VP and some MC members attend as well; (depending on how many visitors)
      c. Feature Presenter goes with the 2s

16. Announcements and/or reminders of upcoming BNI events

17. President – door prize(s)
      a. can exclude, and/or can include door prizes for Visitors

18. President – Close the meeting with a final thank you to Visitors and Feature Presenter, and a positive quote