

CONGRATULATIONS and A VERY WARM WELCOME!

We are glad that you have decided to join our chapter. We are confident that you will find BNI to be an enriching experience for both your business as well as personally.

To help you get started, please find below, a checklist of items that you'll need to be familiar with as a new member. Please review them and do let us know if you have any questions or concerns.

We look forward to working together with you while enjoying mutual success.

-Your BNI Chapter Leadership Team

Pre-Orientation Checklist: (New Member Mentor Coordinator to complete)

☐ **New Member Has a Personal Mentor assigned.**

Personal Mentor assigned to them when their application is approved and connects with them before or at their first meeting.

☐ **Personal Mentor Matched: _____**

The Personal Mentor is to coach and support the new member, so that they can benefit from your experience and feel like part of the Chapter as quickly as possible.

Generally, the mentor/mentee relationship lasts **nine (9)** months, and may be extended if needed.

The New Member Mentor Coordinator and your chapter Ambassador are your support people in this role.

☐ **New member Induction**

New member is invited to the front and presented with a Passport and asked to read the code of ethics on their first meeting as an approved member.

☐ **Meet with Mentor Coordinator**

- The new member is asked to stay back after the meeting and go through the passport with the Mentor coordinator with their Personal Mentor. (this can be done as a group if there is more than one person being inducted.)
- At the 15-minute meeting – the Ment. Co explains the passport (this should be completed with all the Chapter Mentors' names and chapter details etc.)

Orientation Checklist: *(To be completed by Personal Mentor or NMMC with the New Member)*

☐ Your Personal Mentor is: _____

Their best contact number is: _____

Your Personal Mentor your coach and someone you can go to for personalized support.

They want to benefit from your membership with the Chapter as quickly as possible and will share their knowledge and experience of being a chapter member with you.

Generally, the mentor/mentee relationship lasts **nine (9)** months, and may be extended if needed.

The New Member Mentor Coordinator is the person who supports you and your Personal Mentor.

☐ Member Success Program

The new member will receive login details for **BNI Connect** and **BNI Business Builder**. (Same Login)

- BNI requires all new members to attend the Member Success Program workshop **within the first 60 days** of membership. *Best Practice is within 30 days.*
- We encourage members to attend one of the monthly in-person MSP held in Perth for all new members in the region.
- Our expectation is that you make attending the MSP workshop a priority as it is specially designed for members to get a good overview of the BNI system, and to know all the tools BNI provides for members to succeed in their business. It will also be your first opportunity to connect with the wider BNI network in WA.
- Your Personal mentor or another existing chapter member will attend the MSP with you.
- You will also be assigned the MSP online program in the BNI Business Builder App which you could do instead of attending in-person if this is not practical.

☐ Personal Vision for your BNI Membership

This is your chance to share who you want to be known as, as a member of this chapter. Knowledge of this will help your Personal Mentor support you better.

☐ Passport program process for new members

- The Passport program has been designed around **building relationships** with the top 10-15 members in the chapter – these are the Chapter mentors for the program.
- Your Personal mentor will help you to schedule 121s with relevant Chapter Mentors.
- Each of the topics in the Passport would be explained in detail to the new member when the Chapter mentor has a 121 with the new member.

☐ Member Directory Updates

Please ensure a business card has gone to the Chapter Secretary/Treasurer or you have completed your profile in BNI Connect so that your information can add you to our Members' Directory and Trade sheets.

Please ensure you have given the following information:

- Preferred name
- Mobile number
- **Your email address**

You will be receiving regular BNI messages from our **Area Director** through the Chapter News Group. *(Please check with your ST to confirm that you are on the mailing list.)*

☐ **Added to the Chapter communication channels**

Your Personal Mentor will add you to the chapter's Facebook group, Messenger Feed or What'sApp Group.

☐ **Breakfast Dues**

Our chapter's breakfast/meeting due is \$_____ per person per meeting.

This covers the cost of the meeting room and breakfast provided each week.

Dues are subject to change as the cost of operating our chapter change.

Our chapter Secretary/Treasurer will let you know when and how to pay for you to pay your monthly dues of \$ _____ per month.

Once you have been given this information, it is our expectation that you arrange for this to happen as quickly as possible.

☐ **Meeting Schedule**

Our chapter meets **every** _____ **from 6:30 - 9:30 AM** unless a public holiday falls on the same day. If we cancel/bring forward a meeting for any other reason, we will give notice either by phone, email, SMS or through the weekly announcement. It is also highly encouraged for you to arrive **before 6:30 AM** every week. This will allow you more time to network with fellow members and create a healthy culture.

☐ **Attendance Policy**

- If you do not attend a weekly meeting, one absence will be counted on your membership.
- Arriving **late** for **three [3]** times will be counted as **one [1] absence**.
- After **three [3] absences**, the Membership Committee may bring your **membership up for review**.
- If you cannot attend a meeting, you can avoid an absence by sending a **substitute** in your place to represent you.

☐ Sending A Substitute

The best choice for a substitute is someone **senior** in your company, who can well represent you in the Chapter meeting. Alternatively, you can invite your **Supplier, Client or associate**.

The person you have chosen to substitute for you will have to:

- Arrive on time.
- Attend the entire meeting.
- Give a weekly presentation of your business.
- Give out any referrals from you.
- Accept any referrals given to you and pass along the information to you.

☐ BNI Regional Calendar

The BNI Regional Calendar lists all the Workshops, Regional, National and International Conferences as well as other activities within the Region.

Schedule these activities into your business planner so that you will not miss these opportunities to learn more about the BNI system, to increase your network locally and internationally and create business opportunities on the wider BNI platform.

☐ Hunting versus Farming

As BNI is an organization which promotes healthy farming of relationships, we strongly discourage you to "hunt" within the network.

This includes trying to sell, recruit or push your products & services to members during meetings, One-to-Ones or any other BNI activity.

Members will be more receptive if you were to educate them on how to look out for referrals for you.

☐ BNI Business Builder

BNI University is an online learning platform to assist members to effectively increase their business and networking skills.

Your Personal Mentor will show you how to log into your account, and identify the courses that you can immediately benefit from.

☐ One-to-Ones

One-to-Ones are meeting between two members to know each other better i.e. build relationships, to know more about the other member's business, what sort of specific referrals the other member is looking for, and how to refer business to each other.

As a new member, your Personal Mentor will assist you to arrange for One-to-Ones for the next **ten (10) weeks** with the Topic Mentors as part of the BNI Passport Programme.

You should complete the One-to-Ones with all 10 Topic Mentors before doing any One-to-Ones with other chapter members.

☐ Record CEUs for this Orientation.

Your Mentor will show you how to log into the BNI Connect Mobile Application and record the CEU Points for this New Member Orientation.

If you have any questions, please feel free to ask any member of the Leadership Team.

Our goal is to create a positive & supportive Chapter Culture for every member to benefit from.

Again, a very warm welcome & we are glad that you are with us!

Verification of New Member Orientation

Member Name: _____

Chapter Name: _____

Business Classification/Specialty Represented: _____

Member Email & Handphone Number: _____

Orientation Date: _____

Induction Date: _____

_____ has clearly explained the above.

Member's Signature