

Membership Committee Emails & Templates

Below are a variety of emails and templates your chapter can use to support members to be efficient and effective in their membership committee roles.

Copy and paste the words into your emails or email templates and make them your own

[The Chapter has a new application](#)

[Interview for Chapter Name](#)

[You are successful, time to pay](#)

[Provide your images and contact details](#)

[Provide your images and contact details \(if using a form\)](#)

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The Chapter has a new application

Subject - New Application from Jack Smith - Website Developer

BCC - All chapter members

To - your chapters email address

Hi All,

We have received an application for membership to our chapter.

The interview will be (DAY) and we expect the membership committee to make a decision by (Day & Time)..

For your feedback to be considered as part of the new member application process you must respond to this email (no need to respond all) by **Time, Day, Date**.

In addition to this if you have any specific questions for us to pose to the applicant in the interview please let us know by **Time, Day, Date**.

Please remember that the role of the membership committee is to identify if the applicant is a fit for our chapter and determine if and where their business fits with our existing members.

Therefore it is vital that if this person is in your contact sphere we strongly recommend that you take the time to touch base with them to do a 121 (not an interview) in the next few days and respond to this email with your thoughts. Consider if these conversations could be achieved via your contact sphere as a group.

Applicant Name - Business name

Category -

website -

Interview for Chapter Name

Subject - Interview for Chapter name

To - Applicant and 2 members conducting email

Hi Lucjia,

Thanks for your application and interest in joining Chapter Name. member name and Member name would love to have an interview with you at 9am Jan 31st at the venue, time.

Interview at Venue and time

Please register here as a visitor to be at the next meeting.
Eventbrite link to book in to visit


You are successful, time to pay

Subject - Congratulations - Your Application to join Chapter Name was successful
To - New member and chapter email address

Hi New Member Name,
We are so excited to have you join us. Our admin office will be sending you an invoice shortly.

If you want to pay ASAP then the details to pay are below.

Payment includes:
Training & Onboarding : \$990 including GST
Annual Membership of BNI: \$1,760 incl GST
Initial Total: \$2,750

Pay my credit card -  [Pay Now](http://bnimc.com.au/en-AU/paynow)
<http://bnimc.com.au/en-AU/paynow>

Direct Deposit -
BNI Melbourne Central
BSB : 014536
Acc: 462166312
*Kindly quote your name as the reference

To apply for the option to pay in instalments - <https://www.lucapay.com/bni>

Video of LUCA Pay Lite Signing Up Process

Email the admin team if you would like to pay by installments.
bnicmadminteam@bnimc.com.au.

When you have paid please send us proof of payment so we can get your started in our chapter.

Regards,
Membership Committee

NOTE - Bank Details and payment plan details are in Trello.

The Pay now option from our regional website. <http://bnimc.com.au/en-AU/paynow>

Provide your images and contact details

Subject - Images for chapter slides and tradesheet

To - New Member, Mentor coordinator, Slides person, and tradesheet person

Hi New Member,

Now that you are part of Chapter Name can you please provide the following information for us to use on your slide for the meeting and the chapter's tradesheet;

Your Name

Contact Number

Email address

Business Name

Category

Social media links

Website link

Your profile image

Your Business logo

Can you do this ASAP, for this is all the information we required to put you on the tradesheet and our president includes your information on our meetings slides.

This is our private facebook group page that we spoke about in the interview. Please ask to join so you can find out more information about us.

Facebook group link

This is our private whatsapp group group, please click on this link to join.

Whatsapp group link

Again, please don't hesitate to contact me if you have any questions.

Cheers,

Membership Committee

Provide your images and contact details (if using a form)

Subject - Images for chapter slides and tradesheet

To - New Member, Mentor coordinator, Slides person, and tradesheet person

Hi New Member,

Now that you are part of Chapter Name can you please fill out our google form.

Can you do this ASAP, for this is all the information we required to put you on the tradesheet and our president includes your information on our meetings slides.

When you do the form you will need to know where your business image/logo is located on your computer and also a great photo of yourself.

This is our private facebook group page that we spoke about in the interview. Please ask to join so you can find out more information about us.

Link for facebook

This is our private whatsapp group group, please click on this link to join.

Link for Whatsapp group

Again, please don't hesitate to contact me if you have any questions.

Cheers,

Membership Committee

Introduction to Mentor Coordinator

Subject - Welcoming Party to Chapter

To - New Member and Mentor Coordinator

Hi New Member and Mentor Coordinator,

New Member name, Mentor Coordinator Name is our Mentor Coordinator. Mentor Coordinator Name will take you through many things to get you started with us in BNI Momentum. Mentor Coordinator Name is the go to person if you need any help.

Mentor Coordinator Name, New Member will be starting with us from next week, Jan 31

We will see you at the meeting next Tuesday where you will participate as a member so think about your 30 seconds referral request and have something prepared for the I have section.

Of course we completely understand if you do not have a referral or TYFCB yet. You may be able to organise a visitor for Tuesday to thank or say something positive about your experience so far.

Name - Business Name Number

Name - Mentor Coordinator Number

Applicant Not approve

Subject - Introduction to find another chapter

To - applicant, director and bnimcadminteam@bnimc.com.au

Hello Applicant,

As discussed earlier I have included Director Name and our admin team to support finding you a chapter that may be suitable for your needs.

Thank you for your application and we wish success in your future endeavours.
Membership Committee