



Leadership Job Descriptions Business Referral Chapter

President:

1. Plans and coordinates the meetings –Assigns to members 5 minute business tip and 10 minute business presentation one month in advance. If assigned member cannot keep commitment he or she must find a replacement to keep the commitment. President makes sure no meeting is void of either a 5 minute business tip or 10 minute business presentation.
2. Makes sure meetings begin on time with prayer and end on time with prayer.
3. Makes sure agenda is consistently the same format at every meeting.

Vice President:

1. Attends to president's responsibilities when president is unable to do so.
2. Primarily responsible for growing the chapter – Implements programs to encourage growth such as weekly holding members accountable for what they did the previous week to grow the chapter.
3. Attends to Treasurers responsibilities when Treasurer is unable to do so.

Secretary:

1. Records prayer requests and praise reports and weekly emails them to members as part of a weekly newsletter. The newsletter gives a synopsis of what went on at the most recent meeting.
2. Circulates a list of member names with a request to indicate the number of business referrals received from NIC members the previous week. Keeps an ongoing record including an accumulative total from January 1st of business referrals.

Treasurer:

1. Maintains expense fund which is kept in a cash box or bank account for which he or she is responsible. Please contact Devonna Holland of Compass Bank for guidance in opening an account for your chapter and obtaining a tax identification number. Devonna.holland@compassbank.com. 817-741-7632
2. If chapter imposes fines for rule infringement, collects fines.
3. Responsible for implementing and maintaining various fund raising ideas for chapter expenses. Please contact Jaque Peterson of NIC Staff for suggested ways to raise expense funds. jaquep@citystar.com 719-548-1020.

Prayer Coordinator:

1. Assigns weekly various members to open and close in prayer.
2. Establishes an intercessory prayer team whose members weekly commit to pray for chapter membership growth, business referral growth, prosperity and protection of member businesses, prosperity and protection of member clients, Prosperity and protection of NIC Corporate Staff, Worldwide expansion of *Networking In Christ*.
3. Attends to Secretary's responsibilities when Secretary is unable to do so.