BNI CHAPTERS + CORE GROUPS (Version 5)

BNI®

CHAPTER PRESIDENT'S NEXT STEPS

- ⊘ President and ELT attend the **TMR Webinar**. Check the BNI Atlanta Calendar for details.
- ⊘ **Private Survey** emailed to all Chapter Members from the Regional Office letting the Director Team know that the Chapter is ready. 100% of the chapter will need to respond to the survey. 85% of the chapter will be required to say they are comfortable and will be attending the meeting each week at the venue.
- ⊘ **If 85% agreed to return,** VP will ask each member how they intend to participate in the weekly meeting. BNI Attendance Policy will be in full effect. Again, the chapter will need to achieve 85% to be attending the in-person meeting at the venue.
- ⊘ BNI Director Team will call your contact person at your **meeting venue**.
- ⊘ All chapter members will need to be email the BNI Legal Notice for all in-person attendees before the blended meeting.
- ⊘ Print the **COVID-19 Signage** for the meeting.
- ⊘ Setup a Zoom call with the Director, ELT and Visitor Host Teams for a 45-min. **training and discussion**.
- ⊘ **Get a written approval** by the Regional Office.
- ⊘ **Set a date** for your return.

APPROVED

TEN ITEMS CHAPTER MEMBERS ARE ASKED TO PERFORM DURING THE MEETING TO RETURN TO AN IN-PERSON MEETING

1. Register **ALL** your visitors in BNI Connect® – Visitor Badges pre-made.
2. Display your TMR and COVID-19 Signage.
3. Use hand sanitizer as you enter the meeting room.
4. Follow all State, city, and local ordinances as well as any venue requirements.
5. Do not pass pens, business cards, brochures, rosters, phones, microphones, etc.
6. Do not shake hands, hug, or make physical contact at this time.
7. Provide a professional blended (In-Person + Zoom) meeting for all members to participate.
8. Have fun and be safe!

For more information + Chapter Resources: https://bnigoldcountry.com/en-US/TMR

How to prevent the spread of COVID-19:

NETWORKING GROUPS + MEETINGS

INFECTION PREVENTION STEPS

- ⊘ **Deep clean** meeting area.
- ⊘ **Clean and disinfect** after each meeting.
- ⊘ Accommodate **social distancing.**
- ⊘ **Do not make physical contact** – Prevent shaking hands and hugs.
- ⊘ **Do not hand out** brochures, rosters, business cards, etc.
- ⊘ Provide **hand sanitizer** throughout the room and area.
- ⊘ **At-risk + medically fragile individuals** should remain online.

Social distancing is one of the most effective ways TO STOP the spread of COVID-19.

SOCIAL DISTANCING

ARRANGE TABLES AND CHAIRS TO SUPPORT SOCIAL DISTANCING

KEEP AN ONLINE MEETING OPTIONAL

NON-CONTACT GREETING

WEAR A FACE MASK WHERE REQUIRED

WHO SHOULD WEAR A MASK?

- · **Attendees**
- · **Staff**
- · **Volunteers**

IF REQUIRED, SUPPLY MASKS FOR THOSE WHO DON'T HAVE ONE. *CLOTH MASKS ARE ACCEPTABLE.*

STAY HOME

Require members + attendees to stay home if they have **ANY SYMPTOMS of COVID-19.**

COUGHING   SNEEZING   FEVER   SHORTNESS OF BREATH

For more information**:** **https://covid19.ca.gov/**
cdc.gov/coronavirus/2019-ncov/index.html

California Department of
PublicHealth