

President

I am _____ and fill the _____ category for this chapter. As President I am responsible for conducting the weekly meetings of NEON. In my absence, the Vice President assumes my meeting responsibilities. I oversee the other NEON officers and chairpersons, making sure that each individual understands and performs their duties appropriately.

End Script

Additional Responsibilities

- Greets guests at every meeting
- Ensure all NEON officer and chairperson positions are filled
- Attend and chair all NEON Board meetings
- Select two individuals in NEON, in early November, to serve as a nominating committee. The nominating committee will solicit NEON members for officer nominations and present nominations to the group for officer elections. New officers are elected or appointed the first meeting in February.

Vice President

I am _____ and fill the _____ category for this chapter. As Vice President, I fill in for the President when he/she cannot attend the weekly NEON meeting and run the meeting according to NEON meeting format.

It is also my duty to help facilitate and carry out any actions that the President and or Board may require me to carry out.

End Script

Additional Responsibilities

- Announce NEON Officers one at a time to read their scripts and give their monthly report at meetings following a Board meeting.
- Attend monthly board meetings.
- Report any leave of absence, illness, death in family to the board. Coordinates the efforts of sending cards or gifts for some situations on behalf of NEON.
- Assist the board and President with any special projects deemed necessary.
- Updates the NEON operator's manual no less than one week after a change has been voted on and presents that change to the NEON membership at the following meeting.

Treasurer

I am _____ and fill the _____ category for this chapter. As the Treasurer, I pay the bills for NEON and collect the annual dues from the group's members as well as initiation fees from new members.

End Script

Additional Responsibilities

- Open a checking account in the name of NEON with the signers on the account being the treasurer and president only.
- Pay any bills generated by our group. (Social Events, Advertisements, Website Fees, and any other bills that come for NEON)
- Reports any un authorized activity or bills NEON may experience.
- Attend monthly board meetings.
- At Board Meetings, state balance in account and year to date.
- Lets board members know who is delinquent in paying dues.

Secretary

I am _____ and fill the _____ category for this chapter. As Secretary, I take attendance and document the referrals that are given and received by each member on a weekly basis. I also record and track if a sub has been sent for a member. The report is circulated to members via email on a monthly basis following the board meeting on the 1st of the month to all NEON members.

As a reminder each member of the group is allowed 3 absences, with 2 times being late equaling an absence. Each member is required to write up and submit 2 of any one of the following or combination of each month.

1. Qualified Referral
2. One on One
3. Bring a guest a meeting

As noted on the bottom of the slips the white copy goes to the receiving member and the yellow copy goes to in the bucket for me to collect.

End Script

Additional Responsibilities

- Record Attendance and Referral Slips.
- Record presentation schedule
 - Get a copy of the schedule to the Marketing chair to update on the website
- Attend monthly board meetings.
- Provide NEON with a report of Referral Requirements, Attendance, Tardiness, and Substitutions.
- Report to NEON board regarding members who have not met the requirement of a minimum of 2 of the three referral options.
- Report to NEON board regarding members who have not met the requirement of only missing a total of 3 meetings in one quarter.
- Report any abuse of sending a sub in place of the actual member.

Membership Chair

I am _____ and fill the _____ category for this chapter. As Membership Chair, I greet each guest and introduce them to the other NEON members. I also meeting with guests after the meeting to answer any questions they have and explain the process of becoming a member of NEON as well as deliver them a welcome packet. I follow up with the guest and insure the match between the guest and NEON is mutually beneficial. Each guest is required to attend three NEON meetings and received a majority vote of NEON membership in order to become and active member. At each guest's third meeting the guest is expected to deliver a statement no longer than 4 minutes outlining the benefit that they plan to bring to the group and the support they expect from the group in return.

End Script

Additional Responsibilities

- Collect and Track Guests information so that NEON can contact them and stay in touch.
- Discuss possible guests / potential members with other members of the group, identify potential conflicts and attempt to resolve among existing members prior to inviting the guest to the next meeting.
- Greet guests at their first meeting and explain the membership process, and review the welcome packet with the potential member as well as provide them with a copy.
- Follow up with the guests after their second meeting to ensure that they want to move forward with the process and to prep them for their 4 minute decertation that will need to be presented the following meeting.
- Attend monthly board meetings
- Report and issues or concerns about membership or guests to the board.
- Checks references of potential members when necessary.

Sergeant-at-Arms

I am _____ and fill the _____ category for this chapter. As the Sergeant-at-Arms, it is my responsibility to assure the weekly NEON meeting runs efficiently. I make sure the meetings start every Wednesday at 8:00am and help the President keep the meeting from running over time.

I also act as the NEON Chapter Ethics Chairperson. Any violations of ethical behavior by a chapter member should be reported to me. I either help the member handle the matter confidentially or bring the matter to the attention of the board for resolution no more than 1 week after the incident has been reported.

End Script

Additional Responsibilities

- Keep 30 second commercials to 30 seconds and inform a member when they have exceeded the limit.
- Give a 3 minute warning to the member presenting that they have 3 minutes to wrap up the presentation.
- Inform the group when the 15 minute presentation is out of time.
- Keep the meeting to order and knock on the table when the meeting is out of order or when a side conversation is occurring during chapter business.
- Attend monthly board meetings
- Report to the board of any members consistently out of line or of any incidents or issues brought to his or her attention throughout the past month.
- Report to the board any and all actions taken to resolve a situation regardless of current status.

Social Chair

I am _____ and fill the _____ category for this chapter. As Social Chair I arrange various business networking opportunities and other events for the NEON members. These include after hours meetings with friends, family members, and potential guests.

End Script

Additional Responsibilities

- Schedule at least one social event per quarter.
- Organize any outside vendors or facilities that may need to be contacted prior to an event.
- Attend monthly board meetings.
- Report any and all costs associated to the event to the board.
- Promote social events within the group.

Marketing Chair

I am _____ and fill the _____ category for this chapter. As Marketing Chair, I am responsible for exploring and maintaining different avenues of marketing for NEON. I look for opportunities for this chapter to be exposed to different markets and industries and approach the board with ideas and proposals on different ways to market the group. I also maintain the website and the information presented on it ensuring that new members and or announcements that need to be edited on the site is done in a timely fashion.

End Script

Additional Responsibilities

- Explore different ways of marketing the group to potential members and industries
- Keeps the website up to date with any new changes requested by the board as keeping the membership page up to date
- Attend monthly board meetings
- Researches and provides the board with ideas for marketing as well as potential costs of the marketing ideas
- Explores and executes any marketing requests by the board
- Assists the Social Chair with any events that may need to be marketed to the group or outside of the group

Past President

I am _____ and fill the _____ category for this chapter. As the Past President, I am responsible for assisting the current administration with the knowledge of the president for the past year and assisting in any way to help solidify and grow the chapter.

End Script

Additional Responsibilities

- Be available to members and share my experience one on one to help them with best practices that can help them move forward in their companies
- Be available to help mentor members on networking practices and other avenues
- Attend monthly board meetings