

Join PROCESS



WBN CHAPTER OFFICER TRAINING

STEP 1 GUEST FILLS OUT "TELL US MORE" FORM

This would ideally happen before they visit a chapter, but if not, encourage them to fill out the "tell us more" form before they leave the meeting. [TELL US MORE FORM LINK](#) or click 'Join Now' button on the homepage

Note: They are allowed to visit 3 meetings or events before they decide.

CHAPTER REP:

- Respond to any inquiries
- Make sure any inquiries have the meeting access information (location and/or zoom link)
- Make guests feel welcome & invite them to sit near you & introduce them to other members
- Follow up with them after the meeting

STEP 2 THE CHAPTER VOTES

Once a potential member decides they would like to join, the chapter votes outside of the candidate's presence.

Note: Typically the voting is based on category conflicts.

CHAPTER REP:

- Submit candidate's name to the chapter for a vote
- If YES, email the new member with the good news and [CC the MSC at msc@wbnc.com](mailto:msc@wbnc.com)
- Include: Category & Chapter, the [link to the join page](#), and Membership Code **WBNis30**
- If NO, let the guest know gently & encourage them to apply to a different chapter

CHAPTER SECRETARY:

- Records vote in the minutes
- If approved, adds new member's contact details to online attendance sheet

SAMPLE EMAIL:

"Congratulations [new member name] on being voted into the [chapter] Chapter under the [category] Category! We are excited to welcome you as a new member of WBN. The next step is to complete your online profile and pay dues.

Go to the [Join Now webpage](#) or click the Join Now button on our homepage www.wbnc.com. You will need the membership code which is **WBNis30**.

Again, welcome to WBN and let me know if you have any questions."

STEP 3 MEMBER JOINS ONLINE & PAYS

Member clicks on 'Join Now' button on the homepage www.wbnc.com, enters the join code **WBNis30**, completes the membership application, and pays her dues.

CHAPTER REP:

- Check-in with the new member regularly over the first couple of months
- Encourage the new member to take advantage of the new member resources

MSC:

- Approves new member in system & emails the Chapter Officers that new member paid