

BOARD REP

1 WHEN FIRST ELECTED

- Meet with the outgoing Rep to obtain any files.
- Meet with other officers to review chapter health/status.
- Plan to meet each quarter with other officers.

2 EVERY MEETING

- Greet visitors & invite them to sit with you.
- Ensure they've submitted their info to the website.
- Convey highlights from Board Rep meeting.

3 ONGOING

- Manage new member inquiries & approvals.
- Orient & welcome new members.
- Submit membership changes to a vote.
- Maintain Chapter Challenge report with Secretary.
- Ask WBN for help if needed.

4 AT THE END OF YOUR TERM

- Meet with the incoming Rep 1-2x during your last month to help set her up for success!
- Invite her to your final Rep meeting & introduce her.

TERM

6 or 12 months

TIME NEEDED

4 hours per month

SUCCESSION

Typically filled by outgoing Chair

HELPFUL TRAITS

Positive attitude

Strong communication skills

Ability to work w/ others

PLAN TO ATTEND

Monthly Board Rep mtg +

Chapter Officer trainings 2x/year

QUICK LINKS

[WBN website](#)

[Chapter Leader Resources](#)

[Join process tutorial](#)

[Chapter Challenge Form](#)

[Monthly Rep Meeting Zoom link](#)

[Growing Your Chapter](#)

[Calendar of Events](#)

[WBN Policies](#)

[MSC Contact](#)

[Find Your Board Liaison](#)

FOR NEW MEMBERS

[New Member Quickstart](#)

[New Member Orientation](#)

[30sec Commercial Worksheet](#)

[Connection Planner & Worksheet](#)

WE'RE HERE TO HELP!
Reach out if you need assistance!

