

Secretary/Treasurers Monthly Reporting

On the first day of every month, in BNI Connect[®] go to Reports>Chapter>Membership Dues Report, select today's date, then Go. In the upper right-hand corner, select Print.

1. Then print the report and check for the following:
2. Check the report monthly against who is attending your meetings as a member. Is anyone missing?
3. Check the late list to see who still needs to submit their online Membership Renewal Application with the automatic late fee.
4. Check to see who shows as dropped from the Chapter. If this is accurate, initial next to their name and indicate their last meeting date and the reason for dropping. Please fill out the Update Chapter Roster form in the left sidebar of www.bnimidsouth.com. If not okay, collect renewal dues immediately and forward to the BNI Regional Office. Please note: Members who are more than 31 days late must submit full registration fees and application fees to re-instate their membership.
5. Mark any changes clearly in the margin.
6. Initial and date the bottom of the Membership Dues Report.
7. Submit to the BNI Regional Office at office@bnimidsouth.com or fax to 866-739-3259 AND send to your Director Consultant within 48 hours. No cover sheet is necessary.
8. If any membership dues are involved, indicate the amount and date you mailed them at the bottom of the Membership Dues Report.
9. Take a copy of this report to your monthly Leadership Team meeting so you will have the information to add to that report.

Also, take your chapter's latest bank statement to the Leadership Team meeting.