



## Seven-Month Check-In Process

### Goal

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- Clarity for the member about his/her development in the chapter from a personal point of view and from the point of view of the Membership Committee
- Clarity for the member about his/her strengths and development potential
- Providing the possibility of corrective changes before the membership renewal date
- Terms and conditions for membership renewal are clarified
- Increased renewal rate

### Process

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- Discussion of the Members that are due to renew in the following six months in the monthly Chapter Success Meeting:
  - Membership Committee determines strengths and development potential based on the PALMS Report, Member Training Report and observable attitude and performance.
  - If needed, the Membership Committee appoints a mentor to support the needed development of the Member.
  - The comments of the Membership Committee are the basis for discussion and will be noted in the Seven-Month Check-in Form.
  - A member of the Membership Committee who has good rapport with the member is going to conduct the feedback session.
- Setting a date for the One-to-One with the member
  - The Membership Committee member forwards the Member Traffic Lights based on the Power of One to the member before the conversation.
- Questions during the conversation
  - How are you feeling in the Chapter?
  - How would you evaluate your benefits from your BNI membership?
  - To what extent have you reached your goals concerning GIVING and RECEIVING in the last six months?
  - Discussion of the comments of the Membership Committee (see above)! Possible suggestion of a mentor.
  - Which suggestions do you have?
  - Which other topics you would like to discuss?
  - Final question: If you had to decide today whether you will apply for your membership to be renewed, what is the likelihood (in %) that you will renew?
- The Membership Committee member gives a brief report about the results of the discussion for the other members during the next meeting of the Membership Committee and helps the Membership Committee create a gameplan to incorporate feedback and other action items.



# Seven-Month Check-In Form

Name of the Member: \_\_\_\_\_

**Required documents:**

- Member Traffic Lights / Power of One
- Member Training Records

**Comments by the Membership Committee**

**Strengths**

**Development Potential**

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Membership Committee Member: \_\_\_\_\_

Date of Session: \_\_\_\_\_

**Questions During the Check-In**

How are you feeling in the Chapter?

How would you evaluate your benefits from your BNI membership?

To what extent have you reached your goals concerning GIVING and RECEIVING in the last six months?

Discussion of the comments of the Membership Committee (see above)! Possible suggestion of a mentor.

Which suggestions do you have?

Which other topics would you like to discuss?

Final question: If you had to decide today whether you will apply for your membership to be renewed, what is the likelihood (in %) that you will renew?