



Chapter Leadership Roles & Responsibilities

President

The primary role of the President is to drive the chapter in-line with the mission and vision of the G7 chapter through executive leadership and exemplary networking.

The President sets the tone of the group and the meetings. By being organized, engaging, humorous (quick witted), God-centered, and inclusive they can make the meeting one that everyone wants to attend. Usually the President is a high performer within G7 and their chapter.

Further, the President encourages all members to align with the chapter’s goals for success. They use effective communication and reporting to help the chapter achieve its goals, especially member recruitment. The motivation and drive for recruitment starts with the President. As every chapter will have some flux in membership, it is important the President balances a strong leadership drive with gentleness and integrity.

Throughout the life of a chapter, the President ensures that the leadership team members carry out their roles efficiently, in a fair and transparent manner. Importantly, in the preliminary phases of the chapter, the President must fulfill—or otherwise delegate—the responsibilities of any unfilled leadership roles. For example, in the chapter’s early formation the President must serve as Membership Director: they engage all new potential members and onboard them to the G7 app. Once the Membership Director is appointed, the role can be imparted with vision and direction to that individual. When the chapter Board is filled out, the President continues to monitor the life of the chapter, quickly identifying any gaps and coordinating swift solutions.

President’s Key Responsibilities

G7 App	Monthly Meetings
<ul style="list-style-type: none">✓ Stay abreast of all recent chapter activity happening inside the app.✓ Approve or deny pending membership applications in partnership with chapter Board.✓ Ensure all other leadership roles are fulfilling their app responsibilities.	<ul style="list-style-type: none">✓ Set agenda & share calendar appointments & reminders.✓ Make the 7 G’s work for you! Lead every monthly for the energizing & uplifting of all members.

NOTE: Before a G7 chapter can launch, the chapter President must:

- fill at least 3 of the following roles
- have a minimum of 5 total members in the chapter



Vice President

The Vice President oversees group operations and drives accurate reporting. A G7 chapter’s success depends on clear awareness and accountability towards its goals. The VP aids this process by monitoring metrics through the app, especially when it comes to leads, events, and member recruitment. The VP then keeps the chapter Board informed and, as needed, instructs chapter members to record activity in a timely fashion.

While traditionally the President leads each meeting, it is the VP who lines up presenters for future monthly chapter meetings. Among the 7 G’s of a standard G7 meeting agenda, these segments represent key opportunities for instruction and encouragement from the team: **Gospel** (scripture and short devotional), **God** (testimonies from current members), and **Grow** (5-10 minute educational moment). Good teaching for personal, spiritual, and professional development takes practice and coordination. So a skilled VP is both a coach and a servant: they work with the talents and growth areas of individual members, and they do so in partnership with the Board’s vision for chapter development.

Adherence to processes can cause some decisions to be difficult. In these cases, we urge the VP to involve his or her chapter Board. While it may not be perceived as the most glamorous of roles, this position goes to the heart of the chapter and a good VP ensures the group runs efficiently.

Vice President’s Key Responsibilities

G7 App	Monthly Meetings
<ul style="list-style-type: none"> ✓ Details speakers for future chapter meetings in Event description field. ✓ Ensures data is properly captured in leads, events, and recruiting. 	<ul style="list-style-type: none"> ✓ Support President in leading & preparing for effective meetings. ✓ Line up the 3 presentational G’s in advance (Gospel, God, Grow). ✓ Lead “Grade” segment: reiterate shared networking goals; report on progress; delegate action steps for follow-up.



Secretary/Treasurer

The Secretary/Treasurer is responsible for collecting chapter fees used for paying the meeting venue, food & beverage, and other chapter related expenses. This role ensures the chapter functions properly and that no member ends up owing large amounts of money.

Each month the Secretary/ Treasurer announces what they collect and why, how much the chapter has on hand, including whether the balance is sufficient for the purposes it is collected for.

Secretary/Treasurer’s Key Responsibilities

G7 App	Monthly Meetings
<ul style="list-style-type: none"> ✓ Use the “Members” table as primary reference of all current members. 	<ul style="list-style-type: none"> ✓ Track additional dues for food, venue, etc. ✓ Record attendance of all members in the App for each chapter-wide event.

Membership Director

The Membership Director primarily looks after new members, making sure they understand the meetings, G7 terms, systems and policies. They also play a role in looking after longer-term members who perhaps need help to get up to speed with newer G7 initiatives.

They are also responsible for making sure their G7 group has followed up with visitors and will assist members in recruiting the visitor once they have attended a meeting.

The Member Director has the important task of seeing to the successful onboarding of new members. Specifically, they ensure new members register for & complete their Live Member Onboarding Training (found under Training in the G7 App). If new members cannot attend the required onboarding, a recording is available upon request.

Secretary/Treasurer’s Key Responsibilities

G7 App	Monthly Meetings
<ul style="list-style-type: none"> ✓ Closely monitor and manage the flow of member approvals under “Members & Guests” in collaboration with chapter Board. ✓ Know the App in and out. Support other leaders & members in expert use of the application. 	<ul style="list-style-type: none"> ✓ Give a touch communication to guests. ✓ Ensure new members complete their Member Onboarding Training.



Prayer Director

This person is responsible for making sure the meetings start and end with prayer. Allowing other members to provide the prayer, helping them to learn to use prayer as their strongest weapon.

The prayer director will ask if anyone has any prayers that are needed for the chapter to capture and pray for while away from the meetings. The Prayer Director will also get support from G7 support and E5I on how to incorporate prayer strategies in the chapter and in member's businesses and life using tools provided to G7 members.

The prayer Director is responsible for capturing any answered prayers and celebrating answered prayers.

Secretary/Treasurer's Key Responsibilities

G7 App	Monthly Meetings
<ul style="list-style-type: none">✓ Monitor the "Prayers" section closely.✓ Encourage use of the "Prayers" feature in submitting requests and responding to one another's prayers.	<ul style="list-style-type: none">✓ Lead prayer times. Better yet, equip & coordinate other members for making prayer a part of the life of your monthly event.