



Chapter Roles & Responsibilities

A Brief Note from G7

Hello G7 Member!

If you're reading this, someone sees in you leadership potential! We hope you'll consider the prestigious opportunity to serve on your chapter's Board of Directors. Your G7 chapter (or as we like to call it, your "new business referral partner team") is designed as a force to be reckoned with, and chapter leadership resides at the heart of that dynamic, Christian networking activity.

Generally, board appointments are a **12-month commitment** & **afford flexibility amidst busy & changing lives**. Moreover, chapter leadership provides several perks:

- **Missional:** Discipleship & servant leadership are central to G7's training model. Through their words & example, Leaders set the tone of professionalism & faith in their referral partner team.
- **Visibility:** Leaders receive greater recognition during networking events and throughout the life of the chapter. Very frequently, you will be the first & follow-up point-of-contact in building business relationships throughout your chapter.
- **Equipping:** Leaders receive dedicated resources, support, & coaching for developing their leadership potential.

IMPORTANT:

G7 Networking practices *discipleship*, where appointed leaders can teach those who are still figuring out their networking needs. G7 requires all chapter leaders commit to **minimum expectations for all members**, while **contributing as a leader within a balanced distribution of responsibility**. In accepting this role, we ask that you agree to these responsibilities by completing this form:

Leadership Agreement (3m.)

In closing, the responsibilities outlined below have been honed after years of networking trial-and-error, yet we encourage you to customize it & make it your own! Talk honestly as a team & coordinate closely with your chapter president.

Have fun out there!

Godspeed,
G7 Networking

Continue to next page for role details

President

The role of a Chapter President is to direct the board and the G7 chapter as a whole in its networking activities. First & foremost, the President drives the chapter's *recruitment & lead-sharing* efforts for the business growth of all members.

- 1) **The President uses effective communication, delegation, & clear direction to encourage all leaders & members in aligning with the chapter's goals for success.**
Both in regular recruitment as well as the continual exchange of warm leads, the motivation & drive start 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 measured eagerness.
- 2) **The President sets the pace & culture of Christian networking in their chapters.**
With business excellence & spiritual maturity, they balance between being inclusive and gracious on the one hand, while being organized and upholding standards on the other hand. Moreover, they work with the whole board to set the chapter's spiritual vision for the personal growth of each G7 member.
- 3) **Throughout the life of a chapter, the President ensures that the leadership team operates effectively in their roles with a balanced distribution of responsibility.**
When a chapter is first starting out, the President temporarily fulfills certain, key leadership responsibilities, then quickly and clearly delegates them as leadership roles are filled. For example, until someone agrees & takes on the role of Membership Director, the President performs follow-up with visitors & onboards new members to the chapter. When the chapter board is filled out, the President continues to direct the board and support the health of the entire chapter.

President's Key Responsibilities

<i>G7 App</i>	<i>Monthly Networking Events</i>
<ul style="list-style-type: none"> ✓ Regularly monitor Scorecard to stay abreast of key metrics in chapter networking activity. ✓ Approve/deny pending membership applications quickly in partnership with chapter Board. ✓ Assign roles in the G7 App, as you fill or modify board appointments. 	<ul style="list-style-type: none"> ✓ Support Event Director to ensure agenda is coordinated & reminders go out for successful events. ✓ Make the 7 G's work for you! Ensure every monthly event is energizing & uplifting of all members. ✓ Frequently rotate the "Event MC" responsibility with fellow leaders for leading the 7 G's.

NOTE: Before a G7 chapter can launch, the chapter President should fill at least 2 of the other leadership roles (next page & following).

Vice President

The Vice President (or VP) serves as a general support to the President's responsibilities. While this looks different in every board, the VP succeeds by *working closely with the President* & operating as *a second pair of eyes and hands* for the spiritual & business growth of every member.

- 1) **The VP expertly monitors and communicates in line with the President's direction.**
A G7 chapter's success depends on clear awareness and accountability towards its goals. The VP aids this process by monitoring key metrics through the G7 App's Scorecard to ensure each member is benefiting & contributing towards the chapter's momentum.
- 2) **The VP leads others in networking best practice for successful chapter operation.**
Adherence to processes can cause some decisions to be difficult. For leaders & members alike, the VP provides instruction in recording networking activity in a timely fashion.

Vice President's Key Responsibilities

G7 App	Monthly Networking Events
<ul style="list-style-type: none"> ✓ Regularly monitor Scorecard to stay abreast of key metrics in chapter networking activity. ✓ Ensure data is properly captured in leads, attendance, meetups, & referral partner invites. 	<ul style="list-style-type: none"> ✓ Support President & Event Director in preparing for & leading for effective meetings. ✓ Lead "Grade" segment. Reiterate shared networking goals; report on progress; delegate action steps for follow-up.

Event Director

(formerly Secretary/Treasurer — [Learn about transitioning to this upgraded role.](#))

The Event Director ensures that each monthly networking event goes off without a hitch. Through *intentional planning & efficient coordination*, the Event Director uses G7 chapter events to promote a culture of excellence, both to fellow chapter leaders, members, and especially guests.

1) The Event Director leads the planning of 7 G's and the agenda for monthly events.

Their key resource is the “Networking Event Roster” (resource coming soon in January 2023)! Using the Roster, the Event Director works with the President to outline each “G” segment, especially the 3 G’s for learning together:

- Gospel (scripture-based devotional)
- God (testimony)
- Grow (educational moment)

2) The Event Director coordinates with facilitators of the 3 “learn together” G’s. Good teaching for personal, spiritual, and professional development takes practice and coordination. So, a skilled Event Director 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 personal growth.

NOTE: The full responsibility of a G7 chapter’s event management is usually more than one individual can handle. Using the list of other event-related duties below, chapters can recognize the importance of successful event management & discuss as a team. However a chapter delegates, we recommend the Event Director oversees the performance of these other event functions.

3) Work with fellow Event Directors planning of regional G7 mixers.

4) Coordinate venue details & A/V needs.

5) Schedule & manage any catering needs.

6) Send & maintain calendar invite for chapter events.

Event Director’s Key Responsibilities

G7 App	Monthly Networking Events
✓ Manage Networking Event Roster to plan facilitators of future chapter events, created agenda, and share with fellow members & guests.	✓ Line up 7 G’s , including Event MC & facilitators of Gospel, God, & Grow.

Membership Director

The role of the Membership Director to *follow up with referral partner guests* and to *onboard new members*. Especially for guests, the Membership Director helps make the G7 experience comfortable & easy to understand.

- 1) **The Membership Director reaches out to visitors within 24 hours of attending a monthly event.** Visitor follow-up dramatically increases an individual's chances of joining your referral partner team and quick call or Zoom—to thank them, receive feedback, and assist in sign-up—goes a long way. Reference our [video tutorial and scripts](#) for following up with guests.
- 2) **Work with President & chapter board to ensure quick decision-making on membership applications.** Once someone decides to join a G7 chapter, it's essential to capitalize on that interest quickly. Within 24 hours of receiving a membership application, coordinate with chapter board so that a) President approves/denies in line with board's decision, b) if applicant is unknown, appoint an individual to contact and interview them to make membership decision within 5 business days.
- 3) **The Membership Director looks after new members and helps them get integrated with their new business referral partner team.** Joining a G7 chapter can be a big transition, especially for new networkers. The Membership Director The Member supports members most especially by ensuring they register for & complete their Live Member Onboarding Training (found in the G7 App under Training). Moreover, they answer any questions regarding G7 events, resources, and policies.

Membership Director's Key Responsibilities

G7 App	Monthly Networking Events
<ul style="list-style-type: none"> ✓ Closely monitor and manage the flow of membership applications under "Members & Guests". ✓ Know the G7 App and resources. Support fellow leaders and members in using the G7 App and what's available in the Training area, especially Live Onboarding. 	<ul style="list-style-type: none"> ✓ Follow up with guests within 24 hours. Reference our video tutorial and scripts for best practice.

Prayer Director

This person is responsible for leading a *culture of prayer* and general focus on God throughout the life and various activities of a G7 chapter.

- 1) **The Prayer Director ensures the monthly networking events start and end with prayer.** While sometimes modelling it themselves and other times appointing others, the Prayer Director leads the event's prayer, helping fellow members to learn to use prayer as their strongest weapon.
- 2) **The Prayer Director will regularly petition fellow members for prayer requests,** especially for individuals who were unable to attend. Further, the Prayer Director is responsible for capturing any answered prayers and celebrating answered prayers.

At minimum, the Prayer Director *should* be in contact with every chapter member on a quarterly basis. Whether this is accomplished via phone, Zoom, or in person – the primary goal of the contact is to build relationship and pray over the felt needs of the member.

Secretary/Treasurer's Key Responsibilities

<i>G7 App</i>	<i>Monthly Networking Events</i>
<ul style="list-style-type: none"> ✓ Monitor "Prayers" closely. ✓ Encourage sharing "Prayer requests" and responding to one another's prayers. 	<ul style="list-style-type: none"> ✓ Lead earnest prayer in G7 events by occasionally modelling for other & coordinating others.