

Leadership Positions



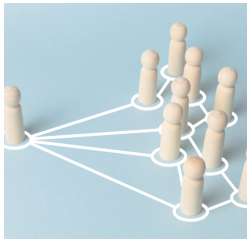
President

The quarterback and overall coordinator for neXco chapter meetings, leading the *Fundamental Behavior* discussion, member & guest introductions, and announcements/upcoming events. The President sends reminder emails for upcoming meetings and ChamberForge tracking to keep team updated and accountable.



Vice-President

Leads the *Icebreaker* and *Professional Development* discussions during the meetings, and facilitates the Post-Meeting Debrief with the leadership team.



Member Experience Liaison

Introduces and coordinates the *Spotlight Speaker* for each chapter meeting and updates who the speakers will be in ChamberForge. Leads the *discussion and Q&A* following the Spotlight Speaker presentation. Leads the *Success Story* and *Tip of the Week* during chapter meetings. During the post-meeting debrief they line up speakers for future meetings.



Visitor Liaison

Provides the Visitor Liaison update in meetings and shares the requirements of becoming a member and how to apply for membership. Populates the *Guest Tracker Spreadsheet* during the meeting and shares during post meeting debrief. The Visitor Liaison is also responsible for facilitating the voting process once some applies.



Recordkeeper

Responsible for running recordkeeper portion of the meeting and tallying referrals, guests, 1-to-1's, and closed deals given by members. Prepares and sends a meeting follow-up recap email to members and guests within 24 hours of meeting adjournment.



Logistics Leader

Signs into the Zoom account for the chapter 20 minutes early and runs the technical aspect of the meeting, including Zoom and breakout functions for attendees of meetings.

All Chapter Leaders follow-up with members and guests post-meeting.