



New RPP Member Membership Chair Checklist

- ☐ Evaluate the prospective member amongst your chapter's board
 - Have they visited your chapter or other chapters before?
 - Are they a good fit for the circles of business in your chapter?
 - How can they refer well to your chapter and your chapter refer to them?
- ☐ Provide the prospective new member the application link once the person is approved by Chapter.
 - www.referralpartnersplus.com/register
 - Upon application submission, the member is now able to assume all RPP member activities
 - The new member is invoiced for their Annual Executive Membership Dues via email.
(Please remind new members to check their spam/junk email folders for invoice.)
 - The Executive Membership Chair orders a name badge for all new members.
 - Chapter Membership Chair should follow up with Executive Membership Chair.
 - Name badges are delivered to Chapter Presidents at executive board meetings, to be redistributed to the new member.
- ☐ The Chapter's Membership Chair should share RPP basics with the member including:
 - Accessing the RPP Website
 - Reviewing the Member Resources area & highlight New Member Resources
 - Ensure new member profile and business listing is set up
 - Website functionality to review:
 - How to log referrals
 - How to see received referrals
 - Finding important organizational documents in the resources area
 - Where ByLaws are located
 - Review purpose of groups and how to utilize
 - A copy of the "New Member Information" page
 - Review, "Maximizing your Membership Document" from the Member Resources page, along with protocols associated with any of the items on the document.
 - Review what a qualified / quality referral is & RPP's referral minimums.
 - Review/explain Chapter Dues (if any) and how they differ from Executive Annual Membership Dues.
 - If a new member joins on a prorated amount, please explain annual invoicing cost and procedure. (Billed in January for a full annual amount).
 - Review the importance of attendance, the attendance policy, and how alternates work.
 - Review social media for the organization, external and internal Facebook Page, as well as their Chapter to drive engagement.
 - Share important upcoming event dates.