

### What is it?

BNI Active Substitutes is a subgroup of the LinkedIn group Career Prospectors. You must first be a member of the Career Prospectors group before you can request to join the subgroup.

### What is the purpose?

Membership in the subgroup is intended for the unemployed job-seeker who is willing to act as substitute for a BNI member who must miss his/her weekly meeting. In exchange for providing this valuable service, the job-seeker gets the opportunity to network with a group of businesspeople in a welcoming yet structured setting.

### What are my obligations if I join?

None! Joining the subgroup simply means you want to be considered when a substitute opportunity comes up. When you are matched to an opportunity, you can agree to sub on that day/time, or you can turn it down. If you turn it down, another volunteer will be asked to sub.

### What information do I need to give?

You will need to answer a brief questionnaire that asks what days and times you are available to sub, and which general geographic areas you would like to be considered for. You will also need to give your preferred contact information.

### How will I know what opportunities there are?

Check the subgroup's discussion board frequently. When a request comes in, a manager will post the date/time/location that a sub is needed. You can respond directly to the discussion if you want to volunteer. (Exception to the rule: in case a last-minute "emergency" sub is needed, the manager may choose to contact all members by email. However, LinkedIn will allow this option only once per week.)

### What do I do if I'm asked to sub?

A group manager will contact you and ask if you can sub on the specific date/time. If you agree, you and the BNI member for whom you will sub (your BNI "sponsor") will be introduced via email. You two will then make contact and confirm the arrangement. The Guidelines and Etiquette document tells everything else you need to know in order to be a successful substitute.

### How do I get started?

1. Go to the LinkedIn group **Career Prospectors** (join if you aren't already a member).
2. Find the tab called **More...**
3. Click on Subgroups.
4. Next to **BNI Active Substitutes**, click on Join this subgroup >>.
5. The Questionnaire and Guidelines & Etiquette will be sent to you as soon as a manager approves your membership.

*This document is also available at Meetup.com –*

1. Go to the Meetup group Virginia Career Network (join if you aren't already a member).
2. Find the tab called **More**
3. Click on **Files**
4. Look for **Joining BNI Active Substitutes – FAQs**. (Also available are **BNI Subs Questionnaire** and **BNI Subs Guidelines & Etiquette**.)

If you have any questions, contact Ellen Kowalski  
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