New Member Onboarding Procedure

1. Sponsor (club member) responsibilities

a. Has prospective member attend a meeting & introduce self

b. Reviews the below documents with prospective member. Found on our website under the “What is Rotary” link i. Guiding Principles ii. Object of Rotary iii. Avenues of Service iv. Code of Conduct v. Club flyer vi. Club fee schedule vii. Eradication of polio

c. Should the prospective member accept membership, the sponsoring member will provide coaching and mentoring as appropriate.

2. Should the candidate indicate interest; the Sponsor informs Membership Committee Chair and provides contact information. Membership Committee Chair will submit the Membership Proposal Form (Part A) to Club Secretary.

3. Club Secretary will ensure a prospective member notice is placed in the Bulletin for at least two weeks.

4. Membership Committee Chair insures the candidate attends three meetings so Club members can interact.

5. Club members are responsible to provide feedback to the Club Secretary or other Club officers.

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6. At the Board meeting following the notice period, the Board will decide membership. If approved, the candidate, sponsor, Membership Committee Chair, Treasurer, and New Member Trainer (NMT)) will be informed by the Club Secretary. The Club Secretary will review membership obligations with the new member and have the new member sign Part B of the membership Proposal Form. The Club Secretary will input new member data into the RI system and website and order the name badge.

7. The NMT will review the above Club literature and obligations of Rotary membership with the new member. NMT will brief new member on meal choices and ensure Treasurer is informed on that choice. NMT will familiarize new member with Club website.

8. The President will publicly induct the new member into the Club and present that member with the appropriate pin, certificates and Rotary literature.

New Member Training Program

1. NMT has overall accountability for implementation. New member’s sponsor will assist as requested. 2. NMT will review all the above Rotary literature with the new member. 3. NMT and new member discuss Avenues of Services and select a Club activity/committee for the new member to join/participate. 4. NMT will consult with President on new member’s committee/activity selection. 5. NMT will ensure new member accomplishes below Responsibilities: a. Introduces self to members b. Attends large majority of meetings, socials and service projects c. Attends another Rotary Club meeting (optional) d. Attends a District Conference e. Attends the Club’s new member orientation session