

## Easy stages guide to Induction of New Members

### What is Induction?

Induction is important if we are to retain new members, research shows that if we do not engage new members in the organisation and club within the first 90 days, they are likely to leave.

The induction process provides a timely opportunity to:

- Welcome new members to the organisation and club in a positive and supportive manner, and to help them to settle into their role as a member
- Inform new members about the structure, policies and practices that are in place at a Federation and local level
- Emphasise the values and culture of Soroptimist International

### What's involved?

During  
Recruitment

Before Joining

Formal Introduction

Mentoring

## During Recruitment

Prospective members need enough information to make an informed decision whether ours is the type of organisation to which they would like to belong and whether your Club will suit their needs and interests.

Introduce them to Soroptimism by:

- Providing copies of leaflets from Federation, any Region/National Association/Network or Club leaflets available and Soroptimist News

## During Recruitment continued.....

- Explaining what Programme Action means and how it is the reason for being a Soroptimist. Give examples of your own Club's activities and achievements
- Making it clear that ours is primarily a service organisation although fund-raising is part of what we do and while friendship and fun are key elements we are not a social club
- Giving some idea of the monetary commitment, these can be more than just the membership fees
- Letting them know where, when and how frequently the Club meets and mentioning Region/National Association/Network meetings, Federation Conferences and International Conventions. Give copies of the Club's current year programme
- Encouraging them to attend some Club meetings to meet the members, hear speakers, listen to business, take part in a Programme Action activity and generally get a flavour of what the Club is about

## Before joining

Without pressurising them, keep the momentum going, by...

- Making sure they are invited to meetings and functions
- Appointing a suitable Mentor to sit with them, make introductions and answer questions
- Provide a copy of the SIGBI Membership Statement
- Directing them to your Club website and those of SIGBI and SI to find out more
- Trying not to use jargon or acronyms without explaining them

## Formal Induction

Once they have decided to join, have the formal installation without delay. Help them settle in quickly and fully participate by:

- Provide them with a club new member's pack
- Refer them to the New Members Pack which is accessed within the Members Area of the SIGBI website
- Appointing them to a suitable committee
- Involving them in your current Programme Action activities
- Keep the Mentoring process going
- Encouraging attendance as observer at a Club Executive meeting so they can see what being an officer entails
- Inviting them to go with other members to Region/National Association/Network meetings and other events

## Mentoring

The new member needs to get involved in the Club, gain knowledge of Soroptimism and get a wider experience of the organisation so the mentoring process has to continue after the formal induction. It should not just be the responsibility of the appointed mentor - all members of the Club should be friendly and welcoming and offer support and guidance to the new member by:

- Encouraging her in all aspects of membership, involving her in Club activities and Programme Action
- Sharing tacit knowledge regarding customs within the Club
- Encouraging her to share her ideas and make use of her skills and talents
- Checking that her experience of membership is what she was expecting
- Checking she is receiving her copy of Soroptimist News and copies of mailings from SIGBI
- Referring her to the SIGBI website, the Membership Newsletter and the Programme Action Magazine
- Encouraging her to visit the SI website and sign up to receive copies of the Global Voice
- Encouraging her to learn more about our links with the United Nations
- Involving her in correspondence, activities and projects with Friendship Link Clubs
- Encouraging her to attend Federation Conference and the International Convention with other members