

NEW MEMBER ORIENTATION CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.03 Appointive Standing Committees

(d) Member Services Committees.

(2) New Member Orientation. This committee shall be composed of the Chair, a Mentor Program Coordinator, and members as deemed necessary to orient and process prospective and new members, educate them regarding Chapter and National Assistance League practices and programs, promote new members' committee participation, and conduct a mentor program which pairs new members with chapter mentors as requested.

The Chair shall:

1. Attend Member Services Committee meetings.
2. Conduct New Member Orientation Committee meetings as needed.
3. Appoint committee members as deemed necessary to conduct the orientation, processing, and training of new applicants for membership in the Assistance League of Salt Lake City.
4. Develop, maintain, and conduct New Member Orientation services.
5. Oversee and work with the Mentor Program Coordinator who conducts the Mentor Program.
6. Submit budget needs of the New Member Orientation Committee for the succeeding year to the Member Services Chairman by their requested deadline.
7. Submit all receipts, invoices, and vouchers for expenses incurred by the committee to the Member Services Chairman in a timely manner.
8. Coordinate activities of the New Member Orientation training with other ALSLC committees, including auxiliaries, and entities as necessary to implement the orientation.
9. Be familiar with chapter Bylaws, Standing Rules, and Policies as necessary to inform prospective and new members.
10. Maintain and update Member Application Procedures.
11. Follow Member Application Procedures when processing prospective and new members.

12. Maintain and update New Member Orientation materials.
13. Inform chapter members where to refer prospective new members for initial ALSLC contact.
14. Maintain and update new member information on the Master Data File and electronically in the New Member Orientation file.
15. Discuss job description changes with Third Vice President/Member Services Chairman prior to submission to Bylaws Chairman in accordance with Bylaws 8.02 (g).

Technology Requirement: MS word, email