**MEMBER EXPERIENCE CHAIRPERSON**

**STANDING COMMITTEE**

**REV 5/22**

**SUMMARY**

Member Experience Chair helps integrating new member into the many club activities. The purpose of the position is to welcome them personally and give them information on the many activities and the primary contact position for each. The Chair should help new members feel that they have found a friendly, welcoming group of new friends.

**DUTIES**

Write a “Welcome to the Club” letter to be used as a template to send to new

 Members. After finding a new member has joined send out this letter. This should

Include Chairs’ names, Phone numbers, emails, and a list of the current interest groups.

 Contact activity chairs to alert them to new people who have joined

 A week after mailing the Welcome letter make a personal phone call to the new

 Member introducing yourself. Ask what their interests are and if they need help

 Contacting activity chairs. Ask Activity chairs to give the new member a call.

 Twice a year hold a “Welcome New Member Event: Include all new members for

 The last 6 months. Board members and Activity Chairs should be invited and

 Included The President should give a welcoming speech and each of the Activity

 Chairs should explain their groups. Board members and activity chairs bring bottle

 Of wine and appetizers. Club furnishes nametags, paper supplies ice, etc. Event can

 Be held at your own home or another member’s home.

 At all events this chair attends seek out new members and introduce yourself.

 Introduce to all the people you know.