

BEST PRACTICES

Best Practices #030: New Member Programs

Heading: Sponsor Program



Chattahoochee Woodturners (CWT) Sponsor Program

CWT developed this program to have a systematic way of ensuring that new members get introduced to other members and are aware of all of the club programs. Each new member is assigned a sponsor who has the following duties. The Sponsor Program takes three months for each new member.

Sponsor Duties:

The sponsor **is not a woodturning mentor and is not expected to give the new member woodturning instruction** or to make a shop visit, nor invite the new member to their shop. They are free to do so if they feel comfortable in doing so. Their role is to 1. make the new member feel welcome in chapter, 2. make sure they are aware of all club resources, and 3. have a smooth transition into the club.

First meeting:

- Introduce yourself
- Introduce them to club photographer to get their new member mug shot for the website
- Ask a few questions about their woodturning. Send a note to newsletter editor with short **New Member** write-up with a copy to website administrator with key information (name, city and email address) so he can setup a profile on the website.
- Introduce them to another member

A day after the next newsletter comes out:

- See if they received it.
- Ask if they got an email from website administrator about accessing the chapter website.
 - If yes, ask if they have logged in to see the member directory.
 - If they had problems logging in, have them call the website administrator to walk through the log in process.
- Ask if they are coming to the meeting and make sure they know about the 6 PM dinner social time.
- Ask if they are familiar with the library resources and procedures.

At the second meeting:

- Make sure they found their name badge and remind them to return it after the meeting.
- Look at Show and Tell items with them and explain the process.
- Follow-up to see if they have logged into the website and looked at articles, handouts and member directory with pictures.
- Ensure they have had their picture taken.

- Ask if they have any woodturning questions or concerns you can help with or refer them to a member who can.
- Encourage them about the upcoming hands-on woodturning workshop
- Ask if they have any questions about the raffle process.
- Introduce them to another member.

After the next newsletter comes out:

- Call to follow-up to see if they have any unresolved issues and how their turning is going.
- Encourage them to attend any planned workshop or hands-on turning sessions coming up.

At their Third Meeting:

- Touch base with them one last time

Chattahoochee Woodturners

Date Issued: February 2014