

CMIRC Induction Process

The purpose of this document is to provide a consistent and distinguished standard procedure for inducting a new member. The reason is simple; a great first impression will help with retention and recruitment.

Before the meeting

1. Membership Chair - Once a person has been approved for membership, contact him or her and schedule an induction date. If the new member has a significant other, be sure to invite that person.
2. Membership Chair – Notify the President and the Sergeant at Arms of the induction.

Name of new Member
Name of Sponsor
Name of Mentor

3. Sergeant at Arms - Put the induction on the agenda just before the main program.
4. Secretary – Make sure the membership application is complete and attach it to a new member check list

At the induction meeting:

5. **Sergeant at Arms** - Invite the new member to come forward
6. **Sponsoring Member** - Introduce the new member to the club and present him / her **business cards**
7. **Mentor** – Say a few words about the mentoring process and present the new member with a copy of the book “**The ABC’s of Rotary**”
8. **President** – Say a few words of welcome and **pin** the new member.
9. **President** – Invite all present to come forward and welcome the new member.
10. **Sergeant at Arms** – Collect everyone present for a group photograph.