

# NEW MEMBER ORIENTATION



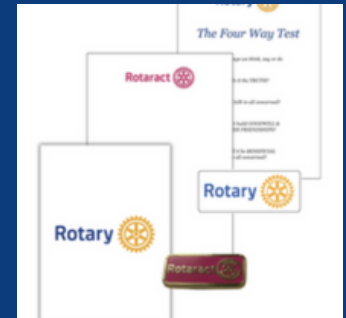
## Ensuring new members feel welcome

How do you help a new club member turn into a dedicated Rotarian or Rotaractor? A successful orientation program ensures that a new member receives the support and relevant information they need to understand how they can engage with Rotary and help them to find how they can use their knowledge, skills and networks for causes that are meaningful to them.

## Welcome / Induction Packs

While there is a plethora of information online, it can be difficult for a new member to know where to start. There are some ready-made documents you can use to help make this easier, but you will also want to provide resources specific to your club and how it operates.

- Provide hand outs to prospective members to ensure that they are clear on their obligations as well as the opportunities
- Provide resources during their induction that outline how to get involved, including key contacts



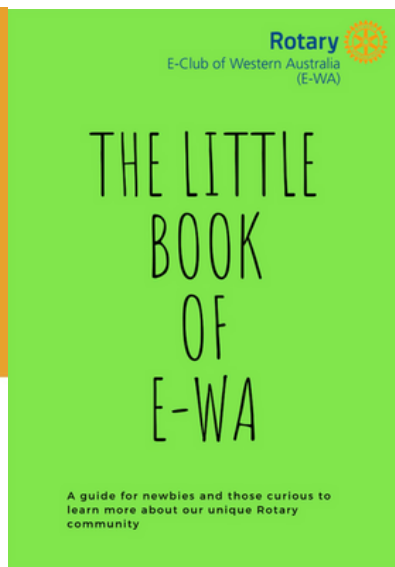
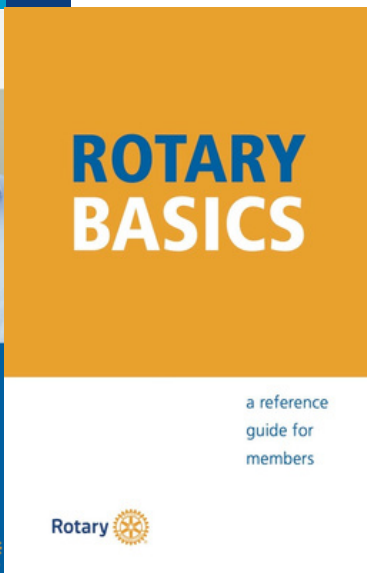
## Relationship Building

Proactively help your new member get to know other members of your club. Consider assigning a mentor, who will help guide that member in their first year. You can have a dedicated greeter at your meetings, mix up seating regularly, and consider a buddy system. Roster club members to be speak at your meetings to learn more about each other. Aim to foster a welcoming culture at all club events.



## Orientation Activities

Dedicated programs can help new members (and existing members) learn more about how Rotary works in a more structured way. This can range from structured 1-1 mentoring, relaxed “fireside chats”, or more formal training sessions, such as Rotary Leadership Institute. You can also use the Rotary month designations as a guide to provide training in the club bulletin and as speaker topics.



## Useful Resources

### RESOURCES FOR NEW MEMBERS

- **New Member Basics** - six online modules
- **Rotary Basics** - handout to give to new members
- **Designing Your Rotary Experience** - handout to give after they've had time to digest the basics

### RESOURCES FOR MEMBERSHIP DIRECTORS

- **New Member Kits** from RDU Supplies
- **Orientation Guide PDF** from rotary.org

## INFORMATION PACKS

While it's important to have up to date information on your club website, people are more likely to read information you hand out to them, particularly if it is succinct.

You may like to use some of the materials available on Rotary.org and supplement with some additional club-specific information. Or you can write your own using the information in those booklets for inspiration.

You can always provide links (or QR codes!) to web pages with more information.

### BEFORE JOINING

Consider putting together a "prospectus" for potential members that spells out the obligations of membership as well as the opportunities. New members will be less likely to leave if they fully understand what to expect, including all the costs and roster expectations.



## CREATE A CLUB GUIDEBOOK

Compile a booklet for all new members that provides key information about your club's people and operations. Here's some topics you may like to consider including.

- Brief history
- Principles (e.g. 4 Way Test)
- Club Structure / Administration
- Projects Overview
- Club Board
- Member Directory
- What members are involved with beyond the club
- Meetings
- Regular Events
- Projects
- Useful resources



# ORIENTATION SESSIONS

The best way to ensure that a new member understands all the ins and outs of Rotary membership is to explain it to them in person. That way they can ask questions, and build relationships with experienced members as well as other new members.

These may be conducted one-on-one with a mentor or dedicated trainer in your club, or could be done in a small group if you have a number of new members joining at the same time.

Alternatively, you could also consider organising a series of training sessions with your Rotary Community Group or District for the broader topics, so that new members can meet other new Rotarians in nearby clubs.

## Useful Resources

### OTHER TRAINING OPPORTUNITIES

- [Rotary Leadership Institute](#) - encourage attendance at your district's sessions



## TOPIC IDEAS FOR ORIENTATION SESSIONS

These could be broken up across several sessions, and could involve different members presenting certain topics, or could all be covered gradually with a mentor.

### Rotary overview:

- Your club's place in an international network
- Rotary's mission & values
- How Rotary started
- How Rotary is making a difference - from polio and RI programs, to domestic violence and local issues
- The Rotary Foundation

### Your Club:

- Your club's culture and different types of meetings and events
- Your club's history and key achievements
- Current projects and activities
- Resources such as online presences & apps

### Membership Benefits:

- Networking opportunities locally & globally
- Training opportunities & skill development
- Travel opportunities
- Vocational service & volunteering
- Leadership training & opportunities



## Ask Mentors to

- **Check in regularly** with the new member
- **Complete an “interests inventory”** to help match them to activities and people that meet their needs
- **Help get them connected** to any websites and apps, such as Club Runner and MyRotary, your social media and chat groups
- **Ensure they receive an orientation**, through info packs / online training / in person sessions
- **Invite them and their family members to events**, including relevant district activities

# MENTORING

The first 6 months of membership are a particularly important time to ensure that a new member is helped to feel welcome and integrated into the club. A dedicated mentor who has that specific responsibility can be a beneficial way to achieve that.

Ensure that mentors are friendly, experienced in the breadth of Rotary, and able to devote the time needed. They must be willing to regularly keep in touch and follow up with the new member.

It's also vital that your mentors are trained in how to be an effective mentor, and have access to appropriate materials to make the most of the experience.

## TRAINING FOR MENTORS

- **Mentoring Basics** - 30 min online module (*requires MyRotary login*)
- **Rotary Learning Center** app



## DEVELOP AN INVENTORY OF INTERESTS

The best way to help a new member make the most of their membership is to survey what they would like to do, what their availability is and what their skills are, to help match them to groups and activities.

- What is their profession?
- What skills do they bring / would they like to use?
- What is their availability?
- What are their family commitments?
- What activities would their family like to join in?
- Which causes interest them?
- Which programs interest them?