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## WELCOME COMMITTEE

### Responsibilities

- Call and welcome the new member.
- Greet new members at meetings.
- Note who was not at the meeting and follow up with her.
- Provide a welcome packet to new members.
- Conduct an orientation for new members.
- Pair new members with mentors.
- Identify a new member's interests and how she would like to be involved.



### New Member Orientation

- The Preamble
- History and structure of the Auxiliary
- Unit Handbook and Bylaws
- Explain the different types of chairman and officer positions, the responsibilities of those positions and introduce them to the officers, if possible.
- How to participate in a meeting, explaining parliamentary procedure
- Explain the programs and what your unit does for each program.

### New Member Packet

- Letter from unit president
- Membership card (pin at initiation ceremony)
- Unit Constitution and Bylaws
- Unit budget
- Unit contact list
- Unit Handbook (provide one, download it from the Auxiliary website, or tell them that they can purchase one online at [www.emblem.legion.org](http://www.emblem.legion.org))
- Poppy and poppy story
- Member discounts and services handout
- Latest unit newsletter and copy of Auxiliary magazine
- Calendar of events, including monthly meetings
- Extra membership applications — to sign up a friend