



**WHEN A
MEMBER JOINS,
make them feel welcome
and engaged immediately.**

Society of

SAME

American Military Engineers

Reach out in the first month with
Post information and offer resources
for additional information.

NEW MEMBERS: First Month Checklist

- ☑ **Send an email to welcome and inform.**
Sample emails can be found in the Post Resources Best Practices Document Exchange.
- ☑ **Post a welcome with the new members name and firm on your website.**
Suggest that the new company members share on their own website.
- ☑ **Follow up with the latest newsletter and calendar in an email.**
Make sure they know when the next event is and have the links to register.
- ☑ **Welcome new members on social media and ask them to share to their social media.**
Mention new members by name and company name on Facebook, LinkedIn, etc.
- ☑ **Welcome new members in your next newsletter.**
Double check the Post Roster to make sure you don't miss anyone.
- ☑ **Introduce new members at the next Post meeting or event.**
Ask them to stand and be recognized.
- ☑ **Ask them why they joined, what are their interests in SAME.**
Introduce them to Post members with similar interests.

OTHER OPPORTUNITIES TO WELCOME:

- ★ **New Member Orientation Breakfast**
- ★ **Meet the Board prior to Post meetings**
- ★ **Create and provide a Membership Handbook**
- ★ **Mail a Welcome letter from the Post President**
- ★ **Assign a New Member Mentor or Buddy**
- ★ **Set up a web page specifically for onboarding new members**
- ★ **In-person welcome teams for meetings and events**
- ★ **Offer a new member discount for a Post event or meeting**