Sample Members Induction Package

Members of any club or organisation need to have a clear idea of the expectations of the club and what they are entitled to as a member.

Miscommunication and misinformation can create disagreements and will factor in the loss of members.

All members need to be kept well informed of what is happening within their club.

All members must have access to the constitution of the club or organisation that they belong to. To meet this criteria clubs / organisations can :

* Keep a printed copy at the club house
* Have a copy loaded onto the website / social media page
* Email a copy direct to the member

**Make the new member feel welcome by:**

* Introducing them to other members and staff and provide a tour of the clubhouse/facility (if applicable)
* Letting them know when committee meetings and the AGM are held and if they have any queries who would be the best person to talk to. Provide them with a contact list of their committee members and access to any online portals/websites and advice on language or acronyms particular to the organisation
* Make them aware of when subs are due and if they have entitlements what they are eg. reduced hire on venue or equipment, loyalty programmes,

**Keep your new member informed by:**

* Letting them know what issues the organisation is currently dealing with and what will be happening in the future
* Talk to them about club customs, roles and responsibilities and what expectations there will be; perhaps there’s a cleaning / uniform roster, catering or other regular fundraising events
* Brief them on dress codes (sporting uniforms)
* Provide a list of sponsors and key stakeholders

**Club / Organisations expectations of members:**

Members are to;

* Be willing to accept roles and responsibilities
* Be willing to undertake training and education when needed
* Treat other members with respect and uniformity

Every club and organisation is different and all will have vastly diverse needs, however they all need members and the value of membership can never be underestimated.

This sample members induction package can be tailored to suit all clubs and organisations.