**Orientation of New Members**

Each branch should have an orientation for new members. It is important to get new members involved in activities. Actively involved members are most like to renew their memberships!

Orientation Meeting The orientation meeting should be fun and relaxed. Name tags are a good idea, as are munchies. Assigned seats are also suggested so that no one feels left out. It is a good idea to invite branch members to participate in the orientation.

A sample agenda might be:

1. Introduction of New Members – Use an Ice Breaker - There are many different ways to do this. A fun way is to give the new members the list of questions as follows, and they choose which one to answer.
	* What’s your favorite quote?
	* What’s something about you that surprises people when they first hear it?
	* What activity do you enjoy so much that it makes you lose track of time?
	* What one accomplishment are you most proud of?
	* What’s something you believed earlier in your life but think about differently now?
	* What’s a skill that you learned when you were young that you still use today?
	* What book have you read recently that you would recommend and why?
	* If you could pick up a skill instantly, what would it be?
	* If you could only keep three things from your home, what would you pick and why?
	* If you could do anything in the next year, what would it be?
	* How do you get in the way of your own success?
	* What are you most looking forward to in the next 10 years?
	* What are the top three things on your bucket list?
	* What is something that uplifted you recently (story, movie, podcast, experience, etc.)?
	* What is something that grounds you?
	* What is something that has moved you recently (story, movie, podcast, experience, etc.)?
	* What or who makes you laugh?
	* What is something you’re passionate about?
	* What is something you’re grateful for?
	* What is something that calms you?
	* How do you use the information that you learned in your favorite class in your life today?
	* What was the most memorable event that you experienced in college?
	* What’s your favorite activity to do locally and why?
	* What is one thing that you love to do and that you get to do nearly every day?
	* What is one goal that you plan to accomplish during your adult lifetime?
2. Tell new members about your branch.
* Tell them about your branch meetings, projects, public policy priorities, committees, interests groups, etc.
* A visual presentation is always a good idea
* Provide a handout on “Frequently Asked Questions.” (Sample On Next Page)
* If you have quite a few new members, you can set up table talks with a member assigned to discuss things you want new members to know about your branch. For example, a member would be assigned to discuss branch meetings and programs and another member would be assigned to discuss branch projects, etc. New members would rotate to each table. This way of introducing your branch is often more comfortable for people to ask questions, rather than in a large group.

Mentors-Mentees Establishing a mentor-mentee program is extremely beneficial to new members. The mentor or established member will choose or be assigned a mentee, the new member. Usually mentors will invite their mentee for coffee, lunch, or dinner in order to establish a relationship. The mentor will check in with the mentee before any branch activity or program to invite their mentee to participate and offer to pick the mentee up. The mentor will sit with the mentee at a branch meeting.

 **Welcome New/Potential Members!**

**Who is invited to join AAUW?**

Typically women bearing either a two- or four-year degree are invited to join AAUW, but AAUW is not gender-specific

**How often do we meet?**

Our meetings typically take place on the fourth Tuesday of every month.  We do not meet in June, July or August.  The December meeting is held on the second week of the month.  Most of our meetings include a social and a dinner.

**How do I make a reservation?**

You will receive an email ten days prior to when reservations are due.  Information will also be available on the website. RSVPs will be done by clicking a link in the email or on the website. If you prefer, we can mail the invitation to you as well.

**What if I order a dinner and can’t make the meeting?**

Your dinner will not be put to waste, but you will be *expected to pay*for it as the meal was pre-ordered and AAUW will be billed.

**How do I check in and pay for my meal the night of the meeting?**

You will pay via cash or check at the door when you arrive at the event. Checks are made payable to AAUW.  You may also pay by cash.  If we are at the Chippewa Club, the treasurer will also have a drink price list and you will purchase your drink tickets from her.

**How are dinner meetings structured?**

We have a social half hour before the dinner starts.  Dinner is served and the presentation begins. It varies in content, but centers around women and community events.  The program usually lasts about 30-45 minutes and is usually followed by important announcements, with the goal of ending all activities by 8:00 p.m.

**What other events does the Iron Mountain/Kingsford branch sponsor?**

The Candidates’ Forum is held in election years and is designed to help create more awareness of positions of candidates and major issues for the community.  The Speech Trek competition is a speech contest for local high school students on an assigned topic.  The Book Sale is a major contributor to the scholarship fund.  We also have social events only, which are not dinner meetings. Social events include a Fundraiser at Solberg’s.

**What committees are available to join?**

* Christmas Event Committee
* Communications Committee
* Book Sale Committee
* Traditional Scholarship Committee (including Hoeffler Scholarship)
* Non-Traditional Scholarship Committee
* Member Scholarship Committee
* Bylaws Committee
* Finance Committee
* Speech Trek Committee
* Public Policy and Legislation Committee
* Nominating Committee