

Orientation Committee

Composition: 3 members and chapter president

Meets quarterly

In appointing a committee to carry out this program, it is suggested the president select members who are willing to assume this task as a continuing responsibility year after year. Infrequent change of committee members will serve to promote the forcefulness of the program.

After a new member has been approved for membership, they become the responsibility of the Orientation Committee. It is this committee's job to see that they:

- A. Are properly inducted by the chapter president.
- B. Receives their new member material:
 - New member packet
 - AMBUCS™ MEMBER lapel pin
 - List of chapter officers
 - List of chapter committees and committee functions
 - Chapter Bylaws*
 - How to Recruit a New Member* (see Membership Recruitment Committee section)
- C. Are invited to the next orientation meeting with their spouse. As soon as one meeting is held, a date should be set for the next.
- D. Receives and completes a Committee Preference Sheet so that they can be appointed to a committee of choice.
- E. Learns their responsibility to the chapter and the chapter's responsibility to them.

Just signing the line on an AMBUCS™ membership application does not make a person a good AMBUCS™ MEMBER. Making a good AMBUCS™ MEMBER out of a new member requires an effective orientation of the member and their spouse.

Not that the spouse is also becoming a member, but because most spouses want to know about the kind of organization their spouse has joined. If they have a good understanding of the nature of AMBUCS™, and that their spouse's membership can mean new friends and fun for families too, they will be supportive and urge the new member to take an active part in the chapter activities.

Follow these easy steps for a sound Orientation and Member Retention Program for new and old members alike:

A. The Orientation Committee should schedule an evening meeting at least once each quarter. Set the time of their induction. Also inform their sponsor (and spouse) as they should also be present for the date and pick a site early—preferably a member's home—so that the new member can be informed at Orientation Meeting. Be sure to impress on the new member that part of their responsibility of being an AMBUCS™ MEMBER is to attend the meeting with their spouse. One week in advance of the meeting, the committee should contact the new AMBUCS™ MEMBER and sponsor to remind them of the time and place. You may wish to suggest the sponsor call the new member and offer to pick up them up and take them to the meeting.

- B. Make this an informal get-together. You want the new member and their spouse to feel they are making new friends, meeting new people and, at the same time, becoming a part of the finest service chapter in America. They want to be accepted, and this is the time and place for it to happen. Ask a different member to host the next get-together and, after a new member has been in the chapter for six months, ask him to host the next get-together while the experience is still fresh in his mind.

Most of all, be sincere and friendly.

- C. Suggested agenda (The topic outline numbers below refer to the Outline for Orientation Program on following pages)
- 7:30-8:00 Get acquainted. Before the program begins, ask each MEMBER to introduce their spouse, and to say something brief about their family.
 - 8:00-8:15 Talk on National AMBUCS™ (see outline topic #1)
 - 8:15-8:20 Our Chapter (see outline topic #2)
 - 8:20-8:25 Our Chapter's Program of work for the year (see outline topic #3)
 - 8:25-8:30 Inspirational Address on Opportunities Unlimited in AMBUCS™ (see outline #4)
 - 8:30-8:45 Questions and Answers, and completing of the *Committee Preference Sheet* (see outline topic #5)
 - 8:45-9:15 Refreshments - Be sure that all questions have been answered and that everyone knows each other, especially the spouses.

You may wish to supplement or modify the suggested agenda to include the 14 minute video, *Welcome to Excitement*, available from the AMBUCS™ Resource Center. This tape is designed to provide an exciting introduction to AMBUCS™ telling who we are and what we do. The program is you oriented with the you being the new AMBUCS™ MEMBER.

Outline for Orientation Program

1. COMMITTEE CHAIRPERSON GIVES TALK ABOUT NATIONAL AMBUCS™.
 - a. History.
 - b. National Organization - Briefly discuss:
 - (1) Members of all chapters are the National Association.
 - (2) Governing body of AMBUCS™ is the national conference, composed of chapter delegates.
 - (3) Delegates to national conference elect national officers.
 - (4) Delegates to district meetings elect governors.
 - (5) Delegates to regional conferences elect regional directors.
 - (6) National Board of Directors is composed of regional directors and national officers. Prepare programs, projects and activities.
 - (7) National committees prepare programs, projects and activities which benefit all chapters, subject to board approval.
 - (8) National board members chair most major national committees.
 - (9) AMBUCS™ Resource Center prepares approved programs for publication and channels them to chapter presidents.
 - (10) National publication *AMBUCS™ Magazine*.
 - c. National Projects- AmBility and AMBUCS™ Scholars- scholarships for therapists.
 - (1) Funded through Living Endowment.
 - (2) AMBUCS™ Scholars helps worthy students help people with disabilities. See AMBUCS™ Scholars Scholarships for Therapists Annual Report with Living Endowment History
 - (3) AmBility- the project strives to create independent life styles for people with disabilities. Providing AmTrykes, the therapeutic tri cycle, is the current program.
 - d. Life membership and new chapter building.
 - e. Chapter motto—"Shoulders Together"
2. OUR CHAPTER (Chairman of Board or a Vice President)
 - a. When founded.
 - b. Number of charter members, and number still in chapter.
 - c. Chapter By-Laws (pass out copies).
 - d. Chapter dues (include reference to district and national dues).
 - e. Offices and Board of Directors (briefly discuss organization of Board and duties of officers).
 - f. Committees (name the standing committees and functions of each).
 - g. Community service projects and achievements.
3. OUR CHAPTER'S PROGRAM OF WORK FOR THE YEAR (Chapter President).
 - a. Community service this year – short term and major year round.
 - b. Money raising projects for community service undertakings.
 - c. Membership and reasons for contests.
 - d. Big Hat Club.

- e. Attendance - incentives.
 - f. Committee assignments.
4. INSPIRATIONAL ADDRESS ON "OPPORTUNITY UNLIMITED IN AMBUCS™"
(qualified member).
- a. Participation in worthwhile community projects.
 - b. New and lasting friendships in chapter, district and national. (Give examples of AMBUCS™ you have met.)
 - c. Information from speakers at meetings.
 - d. Individual growth - the new member learns to work with others, learns how to get others to work for them. Develops skills like how to organize by planning work, distributing assignments and following up.
 - e. Responsibilities of new members.
 - (1) Make self known - must not sit back and wait for others to introduce themselves. The new member should take the initiative.
 - (2) Attend:
 - (a) Chapter meetings regularly.*
 - (b) Chapter socials with spouse.
 - (c) District and national conferences with family. At conferences you learn the broad meaning of AMBUCS™. You mix with community leaders from other chapters, makes new friends, and gain enthusiasm which helps the chapter.
 - (3) To participate in and assume fair share of committee work.
 - (a) Serving as a member on committee of their choice.
 - (b) Assisting in major community service projects
 - (c) Assisting in raising of chapter funds for the service chapter projects.
 - (4) Personal rewards - satisfaction of contributing to the good of the community.
5. QUESTION AND ANSWER PERIOD.
6. ADJOURNMENT

*Regular Attendance. Sell new members during orientation on circling meeting day on their calendar as "Chapter Day."

"Don't sell it as "An Orientation Program." No one gets excited about the idea of orientation. Instead call it a "New Member Reception" or another name that fits your chapter's identity. Entice your new members to attend a fun event!.

64 Orientation

These are many ways to conduct an effective orientation plan. The important thing is that you have some type of formalized program. Use whatever works in your chapter.