

KCYM JOB DESCRIPTION NEW MEMBERS CHAIRMAN 2025-2026

Job Description: She shall establish a program to assist New Members in meeting the bylaw requirements. She will organize appropriate orientation classes for the New Members and oversee the completion of their requirements.

List of Duties:

1. **AUTOMATIC: Chairman:** a) New Members b) New Member Advisors
2. **AUTOMATIC COMMITTEES: Member of a) Membership** Committee
3. **YOUR DIRECTOR IS:** Director of Membership
4. She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairmen Meeting and all Business Meetings.
5. Following the New Member's acceptance, the Chairman will explain the dues notice procedure and payment of dues as outlined in our bylaws. This can be done either with the New Member Packet or under separate cover. The Assistant Treasurer will mail the dues notice to New Members.
6. She shall attend the New Member Brunch/Luncheon.
7. She shall keep the New Member Class informed of specific information pertinent to them throughout the year
8. She shall prepare the New Member Packet to be given to New Members at the New Member Brunch/Luncheon which shall consist of a New Member roster, Directors/Standing Chairman roster, KCYM Fact Sheet, and a welcoming letter from the New Members Chairman containing pertinent information concerning Installation Day Tea and the New Member Forum.
9. A copy of New Member requirements, as established by the New Members Chairman and her advisors, and with assistance from the Director of Community Service, shall be presented to the Board of Directors at the May Board meeting for approval.
10. She shall organize, with assistance from the Director of Community Service, the New Member Forum to be held in May. She shall prepare for the New Member Forum: New Member Requirements (checklist), a detailed description of Civic and Club commitments, and the KCYM Board Structure.

11. She shall organize and set dates for: a) the Club History class, b) the Parliamentary Procedures class, c) New Member attendance at a Board meeting, and d) class meetings.
12. She shall oversee New Member social events held with the advisors during June, July or August.
13. She shall hold a New Member meeting during September.
14. She shall review the New Member hours during January.
15. She shall consult with the Admissions Chairman, the Service Hours/Data Base Chairman and the Director of Membership on a regular basis, as necessary.

Information Pertinent to Performance of Duties:

1. Stated in Article III, Section 2 of Bylaws.
2. She shall work with the Director of Community Service to establish New Member civic requirements, and these requirements shall be approved by the Board in May.

rev: 1/11, 3/2013, 2/15, 2/19, 4/20, 3/21, 3/2024

KCYM TIMELINE

New Members Chairman

2025-2026

April:

- Start to plan upcoming year.
- Attend the New Member Brunch/Luncheon in the end of April.
- Send a welcome letter in the form of email with a quick survey asking NM class if they work, prefer meetings in a.m. or p.m., verify that you have correct email.
- Meet with your Advisors to plan the New Member Forum and luncheon and review their job description.
- Be familiar with Bylaws pertaining to New Members and Actives as well as Standing Rules and Service Hour Guidelines.
- Plan the New Member Forum by printing information for New Member Notebooks (include Advisors). Contact speakers - Speakers usually include President, President-Elect, Benefit Chairs (if in a benefit year), and Director of Community Service.
- Contact Parliamentarian, Historian to schedule their class with New Members. Will want these dates for the President's Calendar meeting in May.
- Put the NM Notebook together for New Members and Advisors—request the following files from President-Elect: KCYM BOARD STRUCTURE, KCYM FACT SHEETS, KCYM HISTORY HIGHLIGHTS, and NEW MEMBER CLASS ROSTER. Make page with NM Chair and Advisors emails and phone numbers.
- Assign New Members to an Advisor.
- Send NM monthly email of activities and expected attire for each event.

May:

- Attend Installation Day Tea. Reserve chairs for NM and advisors to sit at IDT. Introduce New Members and have them stand. New Member class picture will be taken for the yearbook.
- Attend Joint Board Meeting. Make motion to approve advisors and a separate motion to approve Club and Civic Requirements for the New Member Class.
- Attend President's Calendar meeting.
- Conduct the New Member Forum. Hold make-up forum if necessary. Invite the President, President-Elect and Director of Membership to attend. Ask the Director of Community Service to attend and discuss projects. At completion of Forum, send copy of NM Community Service sign-ups to Director of Community Service. If Benefit year, invite the Magic Ball Chairs to briefly attend.
- Make a master activity sheet listing by month and activity what New Members are doing each month for the year.
- Send email to NM outlining summer activities and remind them that yearly dues are due June 1.
- Send the NMs birthdays (month and date only) to the Newsletter Chair and the Yearbook Chair.

June:

- Have a class meeting and/or party to get to know each other better. Invite President, Pres. Elect, Past President and Director of Membership.
- Hold the Club History Class lead by the Historian and the Carolyn Farwell Fuller Memorial Library Chairperson.
- Have 1 large group Community Service Project that all can participate in. Ask the Director of Community Service to help select the project. Giving the Basics and Rosie's Closet are two affiliates that can accommodate a large group. Great bonding plus everyone was enthused to be making a difference. Can be scheduled for another month if many NMs are out of town for the summer.

July:

- Keep in touch via email or a social event.
- Plan the Affiliate Information Class with your Advisors. Invite President, President-Elect, Past President, Director of Community Service and Director of Membership-(Each advisor researches their affiliate to make it more interesting.) Follow the class with a social activity – lunch, dinner, cocktail party.

August:

- Affiliate Information Class followed by social. Ask advisors to contact their New Member group and remind them to attend Reassembly Day Tea.
- Send email to NM outlining all activities for month of Sept and the attire for each activity.

September:

- Attend Reassembly Day Tea/Business Meeting. Reserve chairs for NM and advisors to sit at RDT. Introduce New Members and have them stand.
- Joint Board Meeting and present report on activities thus far.
- Send email to NM outlining all activities for the month of October and the attire for each activity.

October:

- Require NM's to attend Civics Day as one of their required programs.
- Schedule large-group Community Service Project activity for those who could not make the June activity.
- Send email to NM outlining all activities for the month of November and the attire for each activity.
- Attend Business Meeting.
- **Benefit year-** NM's are welcome to attend a Benefit Board meeting. NM's are welcome to help on a Benefit committee.

November:

- Attend the Board meeting with the New Member Class.
- Assist Parliamentarian in planning the Parliamentary Procedures Class following the Board meeting. Attend class. Maybe schedule a Class Meeting over lunch afterwards.

- Hold a class meeting and have the Treasurer and Service Hours/Data Base Chairman make presentations on reimbursement procedures and tracking and earning service hours, respectively.
- Plan with Advisors a holiday party/event for the New Member Class. Invite President, President-Elect, Past President and Dir. of Membership.
- Attend Business meeting.
- Send email to NM outlining all activities for the month of December and the attire for each activity.

December:

- Holiday party/event.
- Encourage NM's to attend Mistletoe Party.
- Send email to NM outlining all activities for the month of January and the attire for each activity.

January:

- Attend Joint Board meeting and present mid-year report. Send copy to Electronics Chairman.
- Plan & conduct Club History Class with CFFM Library Chair and Club History Chair if not held in June.
- Hold class meeting afterwards and review the summary of Service Hours with each member. Confirm that all members have participated or will be participating in Club Courtesy & Commissariat and are meeting requirements for Civics hours.
- Encourage NMs to attend the Magic Ball Benefit (during benefit year)
- Attend Business Meeting and present mid-year report.
- Send email to NM outlining all activities for the month of February and the attire for each activity.

February:

- Attend Business Meeting.
- Send monthly email and include information for CCD.
- Ask Advisors to be available to assist New Members when they sign up at Club Commitment Day.
- Update job description and timeline as requested by President-Elect. Send to Dir. of Membership for approval first.
- Send email to NM outlining all activities for the month of March and the attire for each activity.

March:

- Attend Club Commitment Day and assist New Members.
- Hold a function and class meeting to discuss Club Commitment Day and to plan the New Member Brunch/Luncheon which is held in April.
 - Host the New Member Brunch/Luncheon- This is meant to be a more intimate gathering for New Members to get to know one another and their New Members Chairman and her Advisors. The outgoing New Member class plans and organizes the event with guidance from you (theme, budget). They act as club courtesy and commissariat, so they are not seated for lunch. Table decorations should not be offered up for sale at this event as

sometimes happens at Monday Program luncheons. Invite *current* President and President-Elect, New Member Sponsors (if sponsor can't attend, invite one endorser), Admissions Chairman and the following *incoming* officers: President-Elect, New Members Chair and her Advisors and the Director of Membership. These members will pay for their meal. Printed invitations are sent to the New Members. An Evite, including rsvp and payment information, may be used to invite the other guests. Both the invitation and the Evite should be approved by you and the President before sending.

- Gifts for the New Member advisors should be discouraged.
- Attend Business Meeting
- Send email to NM outlining all activities for the month April and the attire for each activity.
- Update Working Notebook to pass on to successor. Meet with incoming New Members Chairman and review timeline and job description especially for April and May.

April:

- Have a NM social/meeting to review NM Brunch plans.
- Attend New Member Brunch/Luncheon.
- Attend Business Meeting and present year-end report. Send to Electronics Record Chairman.
- You and your advisors should continue to periodically contact the former New Members throughout their first Active year to keep them well connected to KCYM.

Incoming New Member Chairman-May:

- Reserve seating for your New Member Class and sponsors and attend Installation Day Tea.

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