



WE WELCOME YOU TO OUR CLUB!

Every community offers its citizens a long list of volunteer opportunities. Your new member had a choice. They chose to invest their time and efforts in your Kiwanis Club. Now, it is up to every member to assure them that they made the right choice.

Member retention is the key to our success as an organization. Many leave their clubs for understandable reasons, but most leave for reasons that could have been prevented. An effective membership retention effort doesn't just happen. It requires an ongoing effort.

In order to ensure that your club is offering a welcoming, supportive environment that will retain new members, take the time to analyze what happens in your club. Dedicate one of your upcoming meeting programs to the review of this checklist. The Membership Chair should lead the discussion and then develop a plan to address any areas of concern.

Do the following things happen at our club?

- Our members work together to create a positive, respectful, environment that fosters productive working relationships within in our club and community
- Our meeting place is fully accessible (including washrooms) for members and guests with mobility issues
- All members are informed by the Membership Committee regarding effective protocols to welcome new members into the club
- New members are warmly greeted and welcomed by the members of the Reception Committee
- The Club President and Membership Chair personally welcome new members
- The sponsor introduces the new member “one on one” to as many club members as possible
- The application of the new member is reviewed by the club’s Board of Trustees as soon as possible after it is received
- A club name badge is provided for the new member; a temporary badge is provided until the permanent badge is received
- The invocation at our club meeting is non-denominational and provides a comfort level for people of all beliefs
- Explanations regarding the format and agenda of the meeting and information regarding club traditions are provided to the new member by their sponsor or other designee

- The dues structure of the club is explained to the new member before they are invited to join
- The induction ceremony for the new member is well planned and all parties involved are consulted on the date
- The new member is encouraged to invite family and friends to the meeting when their induction will take place.
- Induction ceremonies are meaningful and personalized for the new member
- The Kiwanis pin and certificate are presented at the time of the induction
- If possible, the Lieutenant Governor or another District Officer is invited to participate in the induction ceremony
- The induction ceremony is not an “add on” to the meeting. It is the focus of the meeting.
- The new member, their guests and sponsor are invited to special reserved seating at the meeting when the induction will take place
- The sponsor provides a **prepared**, complimentary and informative introduction of the new member to the membership at the induction ceremony
- There is a practice in place in the club to ensure that the new member is greeted and welcomed by every member in the club
- New members are assigned to at least one committee of their choice as soon as possible after being approved by the board as a member
- Committee chairs welcome and encourage new members to join their committee
- New members are encouraged to attend inter-club events and divisional caucus meetings.
- New members are encouraged to attend at least one board meeting in their first year to develop an understanding of club operations
- New members are invited to participate in a club meeting to introduce or thank a program speaker
- The Membership Committee monitors the new member’s participation in the club for a minimum of one year
- If the new member misses two meetings in a row, a designated member follows up to determine if any support or assistance is needed
- It is never assumed that a new member knows what is happening in the club
- New members are provided with a full Kiwanis orientation using the Kiwanis PowerPoint presentation that has been personalized for and by our club**