

**Onboarding New Members to SLFF  
(adopted by Board in September 2023)**

Current Process. Prospective new members fill-out an application (on-line or paper) and their details are then uploaded into our roster and on-line distribution lists. They then have access to the “members only” portion of SLFF’s web page. The membership chair sends them a “welcome” letter and a mentoring form (examples attached). We make each of them a name-tag for meetings. They begin to receive email communications from the Club.

Additional Steps. In order to better integrate new members to the Club, we’re implementing the following additional steps. The goal is to improve a new member’s initial experience by helping them learn about the activities of the club, use of the website, accessing Santa Rita Ranch, answer any questions, and help in other ways specific to each individual.

Each director will be assigned a few new members. The director will make contact with the new member, by phone or by email or text, ideally within a few weeks of joining. The director would get to know a few things about the new member, initially determining the level of experience with fly fishing. Then, over the next **six months**, the director would **make contact at least three times** to encourage the new member to participate in some activity of the club – meetings, outings, social events, etc.

Suggestions. There is no set formula for this, and we expect it would vary from person to person, but here are some suggestions for initiating the relationship:

- Welcome them to the Club.
- How did they hear about the club?
- What they are hoping to gain from having joined?
- Do they have a specific fly fishing interest or focus?
- Give them a quick summary of your experience with fly fishing and explore whether you have shared fishing experiences and locations.
- If they are new to fly fishing, share a “Fly Fishing 101” power point. (Perhaps this could be done as a remote video presentation.)
- Point out up-coming speakers, Club resources, website navigation, SRR sign up procedures), newsletter articles and other upcoming events, such as casting clinics, banquet, outings, etc.
- If they show interest in a particular event, encourage them to “save the date” on their calendar.

Depending on their receptiveness to the process, consider inviting them to a particular “in person” event such as a meeting or fishing outing, where you would specifically seek them out and make them feel welcomed.

Initial Period Assignments. The initial period will run from now through then end of June 2024. The assignment of directors to new members is shown on the attached schedule.

This schedule will be maintained on the Club website in the Knowledge Base section accessible to directors.

The schedule will be updated monthly by the Membership Coordinator to: (1) add new members and assign each of them to a director; (2) add new directors as they rotate onto the Board; (3) subtract outgoing directors as they rotate off of the Board; (4) remove new members after their initial six month

period. While we won't spend time at each Board meeting discussing this, we plan to circulate either a reminder or perhaps the entire schedule in the materials for each Board meeting.

When a new member is assigned to you, you will also receive a copy of an email to the new member saying you will soon be in touch with them.

Please contact Eric, Chris or Kevin with any questions or comments.