**ORIENTATION**

**Job Description**

***Reports to VP, Membership***

Under direction of the VP Membership, this committee shall be composed of a chairman and members as deemed necessary. This committee shall be responsible for new member orientation and assimilation. The chairman shall serve on the Membership and Education Committees.

**Required Skills:**

* Effective communication skills (written and oral)
* Some computer skills in order to complete and submit reports

**Training:**

* Understand Budget process.
* Understand Voucher repayment process. VP, Membership (hereinafter VP) will be required to co-sign any voucher repayment requests. It is imperative that all receipts be submitted for payment in a timely manner.

**Weekly Duties (as needed):**

* Copy VP on all email correspondence.
* Any newsletter announcements are due to the President on the Wednesday prior to the Sunday newsletter. Be sure to copy VP for approval.

**Monthly Duties (as needed):**

* You will be required to submit an updated monthly report prior to each Board meeting. This will be sent to VP, who will then report to the Board.
* Keep track of all of your expenditures and watch the Treasurer’s report to make sure the information in your category is up to date and correct.

**Specific Duties:**

* Attend training at the beginning of the fiscal year (June).
* Be sure to use Springfest forms compiled by Membership to engage every member who identified interest in helping.
* You will be responsible for writing an end-of-year report. This is due to the President no later than May 10th. If you do not have final data for your area, the report can be amended to update data when you have it. It is helpful to keep notes of activities and pertinent information as the year goes along. This report is extremely helpful to your successor.
* You may be asked to supply information to update the Member Handbook.
* Be familiar with the policies and bylaws/standing rules that pertain to your position.
* Write meeting minutes for every meeting you chair. Copy attendees. Keep a copy for future reference.
* Pass along procedure manual to successor.

**Other Specific Duties:**

* The Orientation of a new member begins with an **informal Coffee**
* In attendance will be the Membership Chair, the Orientation Chair(s), and any members who wish to attend.
* Coffee, tea, and water along with a small snack are offered (these can be provided by the Hospitality Committee, if desired.)
  + A **brief overview** of Assistance League® is presented. This includes National Assistance League® is and its history.
  + The **beginnings of** **Assistance League® of Indianapolis, its Mission, Vision** **and** **Diversity Statements** along with the number of members in our organization.
  + Description of our **four ongoing philanthropic programs** which improve the quality of life for underserved individuals in the greater Indianapolis and surrounding area.
  + **OSB Apparel** (show Duffel bag containing new clothing), brief history and description.
  + **OSB Shoes** (show new pair of shoes) Shoe Carnival’s role in this program.
  + **OSB Beyond the Bell** (history and description of this program)
  + **Assault Survivor Kits®** (show sample kit) history and who is served by this program.
  + **ALI Bears** (show an example) history and which agencies receive our ALI Bears.
  + **ALI Friends** brief history, Joy’s House adult day care facility and North Capital Rehabilitation and Nursing Home are served by this program.
  + **Action Week**
  + **Literacy Program**
* **Fundraising events**: Holiday Luncheon, Spring Fundraiser, Golf Outing, OSB mailer, Flower Sale, along with other smaller fundraisers.
* **Requirements** to become an ALI member (Voting and Non-voting membership)
  + If members would like to join ALI, they will be expected to pay either Voting or Non-voting dues along with a one-time $15 Handbook fee. Completing on-line forms is required of all members.
  + After dues are paid, an **Orientation** will be scheduled. New prospects will be invited to the next ALI Regular meeting.
* **Orientation** (lead by the Orientation Chairs) **will cover the following:**
  + Brief overview of the **Handbook** which includes an explanation of how our **Hours** are recorded and why. An explanation of the online **Springfest form** and its importance.
  + A **Tour** **of Northbrook Distribution Center** and how OSB operates. **ASK and Bears Workshops** are encouraged for new members.
  + A brief **overview of the operating budget** and how we raise money for the organization.
  + The importance of reading the **Weekly Newsletter** and all communication through email is emphasized.
  + The names and contact information of the Membership team are shared.

**Helpful Suggestions for Future:**

**Janine Bercovitz** has a more detailed script for the Coffee and Orientation if desired.

Signature / Date