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| **Zonta Club of Quaboag Valley  Procedures for Working with Prospective Members ~**  **Updated February 2015** |
| To assure the successful recruitment, orientation and induction of new members, the following process is suggested: |
| 1. A club member or the Membership Chairman extends an invitation and encourages a prospective member to attend at least two dinner meetings, and maybe a committee or board meeting. The member or club may pay dinner cost the first time a guest attends. |
| 1. The prospective member is provided with orientation materials and should provide the club with an email address so she/he can be added to the newsletter distribution list. If the individual expresses interest in accepting the commitment of membership, she/he will be asked to complete and submit a Prospective Member Information Form to the Membership Chairman. |
| 1. The Membership Chairman reviews the application with the Membership Committee. All candidate names are submitted to the Board with the Committee’s recommendation. |
| 1. The Board will assign a member to notify the candidate of the club’s interest and solicit a short biography with picture for publication in the ZQV Bog Newsletter so the candidate is introduced to the full membership. |
| 1. When the candidate is recommended for acceptance and the club has voted its approval, the prospective member is asked to make payment for dues per current payment schedule to the Club Treasurer. |
| 1. The Club Treasurer and Membership Chairman will coordinate completion and submission of the Member Report Form with payment to Zonta International Headquarters and the District Treasurer.   The Club Treasurer will order a name tag for the new member and she/he will be notified of the Induction date. |
| 1. At the Induction Ceremony, the new member will be presented with a nametag, a Zonta International pin, Manual of Procedures, copy of Bylaws, list of club committees, and a club roster. The printed materials may be delivered by email (as an option) if requested. |
| 1. The Board will assign the new member a mentor to provide ongoing support and guidance during the first 6 to 12 months. The new member will select one or two committees of interest and meet with the Chairmen of those committees. A survey evaluating the new member’s experience and involvement in the club can be issued to the new member at reasonable intervals. The new member will report any status changes (address, phone, email, etc.) immediately to the Club Treasurer. |