Chapter New Member Action Plan

- Actively use the chapter member roster to contact new members
  - Create a schedule for pulling updated reports to identify new members
  - Dedicate resources to new member welcome calls (chapter level or volunteer with HQ’s program!)

- Create a chapter new member first-year engagement plan
  - “Plug and play” the samples: Use the sample notices to customize your chapter’s unique welcome letter
  - Use the tips and best practices from the HQ New Member Onboarding and Engagement Overview
  - Use the HQ New Member Process Timeline as a resource for developing and coordinating your chapter’s efforts
  - Personalize and customize the experience!
  - Schedule a regular check-in discussion with the entire board to review your process

- Stay engaged with ARMA HQ for additional resources and collaboration during the cycle
- Visit Chapter Central for more guidance
- Share your progress, successes, and challenges with ARMA HQ and your region leaders!