Council of Excellence

Committee Report Format

Committee: Welcome & Hospitality Date: July 3, 2018

Officer/Chair Conneva Hall

Committee Members: Marilyn Howard, Sharon Maynor

Committee Purpose:

* Welcome and orientation for new members of the center, its policies, procedures, and daily routines of the center.
* Introduce new members to the LWSC participants.
* Encourage members to voice their concerns and suggestions.
* To attend new members class more than two times.

Guidelines for Welcome & Hospitality

* Coordinate with the Volunteer Advisor of LWSC new member class
* Offer new members a once a month orientation based on their needs to LWSC
* Share Contact information about the staff and the Council members about concerns and suggestions.
* Introduce the new members to the president of all the clubs at LWSC.

Visions and Ideas

* Work with the volunteer Coordinator
* Implement a once month orientation for new member the 1st Tuesday of every month
* Give out LWSC Policy Handbook/with a review of pages. With member signature needed at the end of orientation
* Spend more time in the new members orientation with an open discussion
* Have a power point of information running every month
* A personal phone call within thirty day of new membership
* A phone call , robot or note on all members birthday
* More flyers at the turn around in lobby everyday
* Spend time at breakfast or lunch in the victory room with new members

Action Plans On this Committee 7-3-2018

* Held a conversation with the Volunteer coordinator about New Members. Most of these ideas are being implemented by the volunteers.
* More flyers can be picked up in members services.
* Welcome and talking with new members. The summer session just started we want to meet more new members for any suggestions.