HOSPITALITY COMMITTEE

OBJECTIVES
To help new members become better acquainted with other members and with leadership, activities, and organizational structure at IIA HQ and at in the chapter.

STRUCTURE
The committee shall be appointed by the chapter president.

RESPONSIBILITIES
1. Identify new members through the MMT; contact the chapter president or chapter membership chair for details.
2. Contact new members, remind them of the meeting, and arrange to meet them.
3. Introduce new members to officers, governors, and other members at the meeting.
4. Prepare distinctive name badges for new members and for guests.
5. Supply and maintain member badges in an organized fashion before the meeting and collect them following.
6. See that new members are made to feel welcome before and after the meeting by introducing them to other members.
7. Develop and maintain programs to promote interaction such as a shadowing program or mentoring a new member.
8. Assume complete responsibility for at least one social meeting with family or guests during the chapter year or other social activities as agreed to by the board of governors.
9. Urge new member participation in chapter activities as soon as possible.
10. Organize a new member orientation program as a pre-meeting seminar to introduce new members to The IIA and chapter activities, organization structure, committee involvement opportunities, and member benefits.
11. Maintain a file of records and correspondence to be passed on to successor at the close of chapter year.

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