



## Membership / Setup / Administration / Orientation Committee

### Duties for **Orientation**

last updated 9/15/09 by Jenny Schnell

#### Responsibilities:

- Provides New Member Orientation Training

#### Supplies and Deliverables:

- Jump drive with latest presentation
- Clicker and USB plug-in, **plus AAA battery for backup**
- Way to view the time from the presentation-staying on track (watch or cell phone)
- Handouts:
  - Elevator speech template
  - Linked-In Coaching Sheet
- Pens and paper for people who are not prepared
- Business cards to hand out, if you desire
- Copy of the presentation to speak to from the front of the room
- Black Sharpie for writing function on the badge

#### New Member Orientation Training:

- **Arrive no later than 8:15 to set up---new people will arrive that early**
- Orientation is the “first impression” of LPNet—need to represent the values, purpose, objectives by example
- Invite ”late comers” to review slides on website as “makeup”
- Finish on time at 8:55 to migrate to the general meeting
- Be friendly-express empathy for where members may be in their current state
- Encourage engagement with others (networking and committees)
- Give examples including an elevator speech (introduction?)
- **Consider bringing the table for new member registration into the room; so people can’t slide by**
- **Also, back-up person to greet people at the front door**  
**And bring them to the room until the presentation begins**