

TRIO New Member Orientation

Goal:

The purpose of this orientation is to acquaint new TRIO members with TRIO history, processes and current challenges, and to invite/encourage their active participation in TRIO meetings and committee work from the very outset as suited to their skills, experiences and interests. This would serve to create a strong bond with TRIO both as an organization and with fellow members, insuring immediate productivity, self-fulfillment and long term commitment to our mission.

Method:

The TRIO web site will serve as the reference material for most of this orientation, both insuring we have it all covered and giving the new members a permanent reference place and a respect for how complete a resource that web site is... no handouts, just on-line materials already in place to support the training.

The orientation program maintenance is part of TRIO National Nominating Committee's role and both its content and execution would be its responsibility, complementing the committee's overall process of recruitment, selection, recommendation and now induction of new Board members, with easy applicability to local chapter use as they see fit.

The orientation session would be guided by a formal agenda, and conducted by a leader (or local team) for that purpose. Typically such a session might be offered immediately prior to a member's first meeting that is held face to face, if timing permits, but if too long a delay would result, it can be done at any time convenient to the new member(s) and the orientation leader.

Orientation Agenda:

1. Welcome and personal introductions
2. Review of this orientation agenda and its purpose
3. TRIO History
4. TRIO organizational structure
 - a. Board composition
 - i. Board membership & terms
 - ii. Board officers & terms
 - iii. Board Executive Committee
 - iv. Board meetings schedule
 - v. Intro to existing Board members (ref: profile pages)
 - vi. Committees of the Board
 - vii. Committee member responsibilities
 - viii. Where do you see yourself on committee(s)?
 - b. Chapters
 - i. Active
 - ii. Developing

- iii. Support groups
 - iv. Organization
 - v. Chapter membership
 - vi. At Large virtual chapter membership
 - c. TRIO National Office
 - i. MSD role and responsibility
 - ii. Office admin procedures
- 5. TRIO Bylaws
- 6. TRIO alliances
 - a. UNOS voting member
 - b. UNOS committee support
 - c. Washington Transplant Roundtable member
 - d. Donate Life Hollywood
 - e. Transplant Buddies
 - f. Donate Life America
- 7. TRIO resources
 - a. Newsletter: Lifelines
 - b. Web site: <http://trioweb.org>
- 8. TRIO services
 - a. Use list of services from web page list with benefits
 - b. “Annual” conferences
- 9. Challenges facing TRIO today
 - a. Membership growth
 - b. Membership support
 - c. Financial condition
 - d. Grant update
 - e. Ask if anyone knows of other potential new member candidates they could recommend
- 10. Q&A

The formal orientation program training is one step, to be followed up by:
As a Nominating Committee, we need to do more than just **recruit** new Board members. We need to help them get involved so they connect and feel the satisfaction we feel in our accomplishments with TRIO. That is the idea behind the "**New Board Member Orientation**" offered above. Upon further reflection, I'm expanding that thinking to include mentoring each new member of the Board in added ways....

- offering to preview their first two Board meeting agendas one-on-one with them to insure they understand the topics that will be discussed at the meeting, answering any questions they may have about those topics, encouraging them to speak up at that meeting (most are reticent to say anything feeling they are "too new" to say something) if they have something to say about a topic
- encouraging them early on to work with Sylvia to write an article for Lifelines about something they feel passionate about, thus getting them contributing early on, feeling the sense of contribution and recognition, seeing their article in print, and getting our membership to know them through that reading - this also gets them into the practice of thinking about contributing to Lifelines in the future
- making sure we get a photo and their profile page up on the website ASAP after they are accepted to the Board - both gives them a sense of membership, and gives our readers (along with Sylvia's Lifelines bio article of welcome) the opportunity to see the type of people we are getting on the Board
- using that new member orientation to help them volunteer for specific committee membership(s) - that would be an open question raised during that part of the orientation