

IHCC- ACTIONS REQUIRED RE NEW MEMBERS

	Actions taken by new member	Actions required	By whom
1	Enquiry received by potential new member	Acknowledge enquiry; send initial email enclosing Introduction Pack	Membership Secretary
2	Responds to introductory email; requests to attend a trial session	Provide details about dates, timings, where to meet, car parking.	Membership Secretary
3	Potential member attends first trial session	Meet and greet outside chapel Ensure car registration number is given (if in car) Introduce to Nick Introduce to Section rep once range established	Membership Secretary
		Find a 'buddy' within section to support with scores etc. Check in at break or after rehearsal	Section Rep
4	Potential member attends second trial session	Check if they wish to continue as a member If they do ask them to complete form and consent form sent with Introduction Pack.	Membership Secretary
5	New member completes contact information form and consent form and returns to Membership Secretary.	Welcome email sent with Welcome Pack Inform Treasurer and provide email address. Rehearsal schedule sent.	Membership Secretary
		Email sent with details of payment required (pro rata depending on date) plus details of standing order payments. Request acknowledgement when completed. Inform Membership Secretary when payment received. Add to Membership list.	Treasurer

6	Initial payment made Standing order set up for next quarter.	Membership details added to website, including Membership email and SMS list. Email section rep with mobile number to add name to section WhatsApp group.	Membership Secretary
7	New member attends rehearsals	Add new member to Section WhatsApp group Check in with new member to ensure all is working re access to website, scores, receiving emails etc. Discuss clothing requirements and direct to FH to discuss. Update re upcoming performances and encourage to complete polls (if current ones are available).	Section Reps

Actions required re new members/Jan 2025