



# **Chapter Introductory Letters**

# **Introductory Letters: New Members & President Introductions**

## **Member & Chapter Services Committee**

LaToya Marz, RPL, *Committee Chair*

Christine Moore, RPL, CPE, *Committee Vice Chair*

## **Introductory Letters Subcommittee**

Kyle James, RPL

Herman Weiss

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# New Member Welcome Letter Considerations

APCO Chapters should consider welcoming new members to their chapter and providing them with resources to encourage engagement opportunities from the start.

Content to consider including in the letter:

- Current members of the Board & their contact information
- Conference(s), Training, Meeting(s), and other relevant schedule information and where to find a calendar of events
- Link information for the chapter's website & social media outlets
- Introduction to PSConnect Chapter Community platform and Open Forum
- Link information highlighting APCO International's New Member Benefits video and Welcome Page

Dissemination considerations:

- Emailed letter
- Hardcopy mailed to agency

See *Appendix A* for a sample New Member Welcome Letter template.

# New President Introduction Letter

When APCO Chapters undergo a change in Presidential leadership, the incoming president should consider introducing themselves to all members of their chapter.

Content to consider including in this letter:

- Professional history
- Vision and/or organizational goals for their term
- Contact information

Dissemination considerations:

- PSConnect – Chapter's Community
- Chapter website
- Chapter social media
- E-blast

See *Appendix B* for a sample New President Introduction Letter template.