

ACOA Buddy Program

Purpose

Support new ACOA members during their first 4–6 months by providing a welcoming, knowledgeable point person.

Buddy Appointment

- Buddies are appointed by the President or Membership Committee Chair.
- Newer members generally do not serve as Buddies during their first year.
- All ACOA members are expected to serve as a Buddy at some point during their tenure.

Buddy Responsibilities

Initial Connection

- The Membership Committee Chair typically introduces the Buddy and new member by email.
- After the introduction, the Buddy reaches out proactively to welcome the new member.
- Exchange contact information and identify preferred communication methods (text, email, phone, Zoom).

First Conversation (Within One Month)

- Schedule a first conversation by phone, Zoom, or in person.
- Learn about the new member's interests and answer questions about the ACOA.

Ongoing Support

- Encourage exploration of ACOA committees.
- Remind the new member that they are expected to join at least one committee within six months.
- Help connect them with members who share similar interests.

Meeting Check-Ins

- Check in with your Buddy at meetings (in person or Zoom) to ensure they feel supported.
- Offer post-meeting check-ins and determine how often they prefer these.

Getting Help

- If you don't know an answer, contact:
 - Jenny Lam at (925) 655-0773 or jlam@ehsd.ccounty.us or the Membership Committee Chair