

## ACOA Buddy System for New Members

Goal: Provide a point person to aid new members with acclimating to the ACOA during their first four to six months of council membership.

### Buddy appointment:

- A Buddy will be appointed via direct request by the president or membership committee chair.
- Newer ACOA members will not be expected to serve as a buddy until they are more familiar with the Council.

### Buddy duties:

- At the new member's first meeting, you will be introduced to the new member as a buddy. Exchange phone numbers/emails and determine each other's preferred means and times of contact (text, email, phone call, zoom).
- Please make the new member feel welcome and assure them of your availability for any questions they might have.
- Within a month of becoming a buddy, set up a meeting either in person or via zoom to get to know more about your buddy and about your buddy's interests and to answer any questions about the ACOA.
- Please encourage your new member to explore various workgroups and remind them of need to join at least one workgroup within 3-months of becoming a member. Facilitate connection with new member and other members with similar interests.
- Other helpful means would be to welcome your buddy at meetings and/or sending chat via zoom meetings.
- Offer to check in with the new member after ACOA meetings, determining with your new member how many check-ins they desire.

If you don't know the answer to any question, you may contact Jenny Lam at (925) 655-0773 or [jlam@ehsd.ccounty.us](mailto:jlam@ehsd.ccounty.us) or the current Membership Committee Chair.