

Chapter/Branch Leader's Tool Kit

Sample New Chapter/Branch Member Welcome Letter/e-mail

Date

Member Name and EAPA Member Number#

Address

City, State Postal Code

Province, Country (if applicable)

Dear (Member Name):

Welcome to the (Chapter/Branch Name) of EAPA! On behalf of the executive board and all our members, we enthusiastically welcome you to our chapter/branch. We are delighted that you have joined with us and look forward to contributing to your development as an employee assistance professional. Our chapter is committed to promoting the services of EA professionals, serving as a resource for the professional development of our members, and supporting International EAPA as the global voice for employee assistance.

As chapter president, I encourage you to take advantage of the many resources and networking opportunities afforded members of the chapter/branch. The (chapter/branch name) meets (# of meetings/times) during the calendar year. Our next meeting will be: (**Next Meeting Info**). The chapter/branch meetings provide opportunities to earn PDH's and CEU's toward the CEAP credential and many other professional credentials. Additionally, the chapter sponsors networking events, speakers, presentations and conferences to increase your professional knowledge and expand your business contacts.

Please visit the EAPA web site at www.eapassn.org and click on the orange globe "Visit our chapter& branches". Every EAPA chapter/branch maintains its own web page on the EAPA website. There you will find:

- *Chapter/branch meeting schedule*
- *Directions to our meeting locations*
- *Chapter/branch Officer contact information*
- *Link to our chapter/branch website*
- *Link to our chapter/branch newsletter (if applicable)*

It goes without saying that the most effective way of getting involved in your new chapter/branch is to well...get involved! We encourage you to review our list of activities and upcoming events to find an area of personal interest where you would like to contribute. We're always looking for new ideas and/or different perspectives to keep our program offerings and events fresh and relevant to the needs of our members.

We hope that you will find your EAPA membership a rewarding experience. Should you have any questions, or if an issue of concern arises, please feel free to contact me or any member of the executive board.

Again, welcome to our organization!

Sincerely,

(President's Name)
President, (EAPA Chapter/branch name), EAPA

cc: (Membership Committee Chairperson's Name) Chairperson,
(EAPA Chapter/branch name), Membership Committee
(Chapter/branch Secretary), (EAPA Chapter/branch name), EAPA