**Welcoming new SEPAC Members**

Prospective parent members will also need information in order to make the decision to join your SEPAC. To understand the big picture, parents will want to know:

• The purpose or mission statement of the SEPAC

• Names and Contact information for the SEPAC Officers

• What the SEPAC goals are for the current year

• What the SEPAC accomplished last year

• Where to find the current SEPAC by-laws

To understand the logistics, parents will want to know:

• How often the SEPAC meets

• When the SEPAC meets and for how long

• Does the SEPAC have an online presence – website or social media

• How to get on the SEPAC email/mailing list

A few more tips that SEPACs may want to be intentional about include:

• Wear nametags, and/or use name tents if you meet around a large table or in a large room

• Always post directions to the meeting room at the entrance doors

• Check to see if anyone needs accommodations for meeting participation

• Be on the lookout for new people as they arrive, and introduce yourself informally before a meeting

• You may want to offer to sit with someone who’s new to SEPAC

• Make sure all acronyms used in discussions are defined

• Intentionally invite everyone’s participation in discussions

• If you are going to be discussing written material at the meeting, it is very helpful to supply the materials to read before a meeting

Mentoring is another strategy that may also encourage members to keep on coming. Tips for mentoring include:

• Identify experienced members who would be willing to mentor new members

• Include new members in casual conversations to check for understanding and give them an opportunity to ask questions that they may be reluctant to voice in a large group

• Phone after the meeting to see if they need more information

Sample Welcome Packet:

SEPAC Mission Statement and By-laws

Copy of MA SEPAC Law

Links to online SEPAC – website, social media platforms, where to find meeting minutes

Support Group Contacts

Annual Calendar