

## Welcoming New Members Template

As your Section membership grows, it is important to be visible as leadership and to welcome new faculty and staff into the community. You will receive an email from AALS each month detailing the new members who have joined your Section. We encourage every section to send welcome emails to those who join, below is the AALS Model for welcoming new members.

### Template:

Dear [Insert Name],

Welcome to the AALS Section on [XYZ]. The Section has several activities planned for this academic year, including [INSERT]. I will keep you aware of Section activities through the [Section discussion list](#), which you have been automatically added to by joining. As [Chair], I welcome and encourage the participation of all Section members – if you have ideas for projects or programs the Section could undertake, please do not hesitate to share them with me or any other member of the Section executive board. Again, welcome and I look forward to working with you.

Sincerely,

[Chair] and/or [Chair-Elect]