**Onboarding New Events Team (ET) Members:**

1. Within 1 Day - Email to be sent by the **Events Team Lead** to all ET members when a new member joins
   1. Have the **new team member** respond all with a short bio (1-3 sentences about him/her) and why they would like to join the ET
   2. The **Event Team Lead** in charge of the monthly meeting notice will ad the new member to the meeting request
2. Within 1 Week - Have **new member** fill out their contact information on the 2nd tab of the Monthly Call Standard Work
3. Within 2 Weeks – **ET Lead** assign a seasoned member, as a mentor, of the EC setup time with the new member and walk through all the standard documents for the team (Hoshin Plan, Master Schedule, PDCA, Registration Matrix, Fee Matrix, Events Monthly Standard Work)
   1. During this time the **Mentor** should assess what the new team member is most passionate about and where they may best spend their time as a volunteer
   2. Discuss what the MLC’s aim is (vision, mission, values)
   3. Discuss the structure of the MLC (see board of directors tab)
   4. Discuss what the ET does and what its aim is and how this fits in the MLC
   5. Setup a time in the next 3 months that the member can be a volunteer at one of the upcoming events
      1. Assigned member Inform event lead and co-lead to include on all emails
4. Within 3 Weeks - The Bio and Introduction needs to be sent to the MLC Coordinator by the Events **Team Lead** for the next Newsletter, with what they will be focused on within the ET
5. By month 3, the **new member** should choose a future event to volunteer, co-lead or lead, per the Events Team Volunteer Expectations document
6. At 3 & 6 Months – the **Mentor** will follow up with the new member to assess how to better support their volunteer role on the ET

**ET Off Boarding Process**

1. Any ET role that has a term limit should train a replacement prior to departure and coordinate this process with the Team Lead
   1. A professional report out should be provided on last monthly alignment call prior to departure
      1. Share learnings
      2. Share suggested improvements
2. Any member of the ET leaving should provide a notice of 90 days, if possible, and provide an update on any active items as well as learnings while on the ET and improvements the ET should consider
3. Each person leaving should conduct an exit interview with the Team Lead prior to departure