

Sample Welcome Letters & Guidelines
Prepared for the Key Contacts Subcommittee

by Stephen Cooper and Jennifer Graham



**SOCIETY OF
American
Archivists**

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Introduction

Key Contacts are local SAA representatives that welcome, and serve as a resource, to new members. They often bring the first personal touch to SAA membership for many new members. What follows are sample welcome letters that you can use to contact new members. Send one as written with only minor changes, adapt one more comprehensively to suit your personal style, or use the guidelines that follow to create your own letter.

Letter example for general members #1

On behalf of the Membership Committee, I want to welcome you to the Society of American Archivists. I currently serve as the Key Contact for your member district [district name]. I just wanted to let you know that I am available to assist you in making the most of your SAA membership.

I hope that you will take advantage of the Society's many programs including its workshops, special interest sections, and roundtables. These programs provide you with opportunities for professional growth and for contact with colleagues throughout the nation. *The American Archivist* and *Archival Outlook* will also serve to connect you with what's going on in the archival world.

Among the most important benefits of the Society will be the contacts you develop with fellow archivists, manuscript curators, and related professionals. These relationships, as close as your membership directory, can be a ready source of friendships and advice in dealing with issues common throughout the profession.

SAA values your membership and encourages your participation. This is your organization. If I can help in any way, please do not hesitate to call or e-mail me. My phone number is xxx-xxx-xxxx and my e-mail address is xxxxx@xxxxx .org

Letter example for general members #2

Dear [name of New Member],

As the [state name] Key Contact representative, I am writing to welcome you to the Society of American Archivists (SAA) as a new member! Our organization is North America's oldest and largest national archival professional association. The Society's mission is to serve the educational and informational needs of its members, and to provide leadership to ensure the identification, preservation, and use of records of historical value.

I hope that you will enjoy and take advantage of the benefits of your membership including access to educational workshops and annual meetings, participation in special interest sections, roundtables, and the mentoring program, the receipt of the premier archival journal *American Archivist*, and discounts on other SAA publications. Additionally, your membership gives you the right to hold any appointive position in the Society and to vote for officers, councilors, members of the nominating committee, and on matters concerning our profession's needs.

For up-to-date news and general information about the services and activities of SAA, please visit us online at <http://www2.archivists.org/>. If you haven't already, be sure to create a membership profile so that you may start making connections!

Your successful participation in SAA is important to us, and the Society values your membership. As your [state name] Key Contact, I am here to assist you. Please let me know if you have any questions or concerns regarding your membership or the Society in general. I may be reached by phone at xxx-xxx- xxxx or by e-mail at xxxxx@xxxxx .org

Again, welcome aboard!

Letter example for general members #3

Dear [name of New Member],

As a [state name] Key Contact representative, I would like to welcome you to the Society of American Archivists! SAA is North America's oldest and largest national archival professional association. The Society's mission is to serve the educational and informational needs of its members, and to provide leadership to ensure the identification, preservation, and use of records of historical value.

I hope that you will enjoy and take advantage of the opportunities and benefits that belonging to SAA affords its members: educational workshops, special interest sections, roundtables, the mentoring program, *The American Archivist* journal, *Archival Outlook* newsletter, and the Online Career Center, to name a few. I also hope that you're planning to attend the annual meeting in [place], later this year, [dates].

Among the most important benefits of the Society will be the contacts you make with fellow archivists and manuscripts curators. Our members are our greatest asset. You will find them friendly and helpful, and a resource to call upon in time of need. They are as close as your membership directory.

Your successful participation in SAA is important to us, and the Society values your membership. As your [state name] Key Contact, I'm here to help. Please let me know if you have any questions or concerns regarding your membership or the Society in general.

Sincerely,

Suggestions to add to letters for student members

Student members are important to SAA, and welcoming them specifically can create the foundation for long term membership. Key Contacts have included the following in their letters to students:

“I'm particularly glad to see you have joined as a student member.”

“As a student, you also have the opportunity to join (or start!) a student chapter of SAA. Participating in your student chapter is a great way to get started in SAA.”

Letter example for institutional members

Dear Larry,

I am the Key Contact for the Society of American Archivists (SAA), [district or state name], which means I have the pleasant task of welcoming new members from the region. So, on behalf of the Society I welcome you and [member's institutional name] to the organization!

I hope you will find your membership and participation in SAA enjoyable and rewarding. If you have any questions, I'd be happy to try to answer them. Otherwise, I'll look forward to meeting you, perhaps soon at the Annual Meeting this year in [place of meeting].

Sincerely,

Letter example for disasters or special needs

Dear [name],

I hope this finds you safe and well. I'm writing on behalf of the Society of American Archivists (SAA) membership committee and Key Contact program. We are reaching out to SAA members in [location of disaster] to make sure they are aware of the disaster assistance and recovery programs that are available. For those that are in need, both SAA and MARAC have disaster relief and recovery funds that organizations can apply for; the [additional organization, if applicable] also offers disaster assistance information. In addition FEMA has funds available for records recovery.

I know we are all busy with the process of recovering from the recent storms, but I hope you will let me know how you are.

Best,

Suggestions and talking points for composing an original letter

Writing your own letter can be a great way to introduce both SAA and yourself to new members. Remember, the primary goals of the letter are to welcome new members and to let them know you are a local resource they can contact. Additionally you may want to emphasize the following:

The wealth of information that is available on the SAA website (<http://www2.archivists.org/>), including descriptions of educational workshops, annual meeting schedules, and links to section and roundtable websites

Registering and creating a profile for access to restricted content for SAA members (<http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/saa/profile/intro.html>)

Any of the benefits of SAA membership (<http://www2.archivists.org/membership>)

Encouraging new members to get involved via their Sections and Roundtable email discussion lists (<http://www.archivists.org/listservs/>)

Encouraging new members to get involved by becoming a mentor (<http://www2.archivists.org/membership/mentoring>), joining a section and roundtable, volunteering for a committee, or even running for an SAA office

Letting them know about SAA on Facebook at (<http://www.facebook.com/archivists>) and Twitter at (<http://twitter.com/archivists.org>)

That fellow members are their greatest resource and benefit of membership and are listed in the membership directory

The SAA Online Career Center (<http://www2.archivists.org/groups/saa-online-career-center>)