



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Protocol

“Buddy” System for New Members

Responsible Committee

Membership Committee

Date Last Reviewed

3/2012

Protocol Description

Intent:

The intent of having a “Buddy” System is to provide new members with a contact person who can answer questions and help the New Member become a productive part of the Planning Council.

It is also intended that this system will not overly burden the “Buddy”, but provide them with an opportunity to help a fellow Council Member become acquainted with the workings of the Council.

Staff Responsibility:

When an individual is recommended for membership, Staff will do the following:

1. Contact the Potential Member and inform them of the date of the Council meeting when their membership is being recommended.
2. Provide the New Member with a New Member Packet within a week after the Council has approved their membership.
3. Add the New Member to the Council Roster and mailing list.
4. Request that interested volunteers contact the Committee before the next Committee meeting to become the “Buddy” for the New Member.
5. Contact the New Member to remind them of meeting dates, if needed.
6. Review the volunteers who want to be the New Member’s “Buddy” and assign one.

Membership Committee Responsibility:

When recommending a New Member, the Membership Committee will do the following:



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1. Assign one Committee Member to act as an initial contact person for the New Member.
2. The assigned Committee Member will sit with the New Member during the meeting of their appointment and the following monthly meeting, if possible. During these meetings, they will be available to answer questions or give general orientation about the issues the Council is working on.
3. The assigned Committee Member will answer questions or provide clarification for the New Member until a “Buddy” volunteers or a “Buddy” is selected.

“Buddy” Responsibility:

1. A “Buddy” is intended to be a resource to a New Member for the first few months after they join the Child Care Planning Council of Sonoma County (CCPC).
2. The responsibility of being a “Buddy” is not expected to last more than 6 months, and may actually be of a shorter duration. The “Buddy” and New Member decide when this period ends.
3. Generally, a “Buddy” facilitates the participation of the new Member in CCPC activities. This may include answering questions, making suggestions for Committees that the New Member may be interested in joining, or in just being a person to talk to about CCPC issues.
4. It is suggested that the “Buddy” sit with the New Member during CCPC meetings or Committee Meetings that they both attend.
5. A “Buddy” is not expected to commit a specific amount of time to the New Member. The “Buddy” may establish the amount of time that they can spend working with the New Member and still meet the responsibilities listed above.