

## **2015 SIOR Recruitment Toolkit**

## 11. Recruitment & Admissions Process

## **Recruitment Process**

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 SIOR HQ and chapters participate at industry events and/or host recruitment events

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 Prospective member indicates interest in membership to SIOR HQ, chapter, or an SIOR member

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 Chapter or SIOR member notifies SIOR HQ that the prospective member is interested

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 SIOR HQ records prospective member's information in the prospect database

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• SIOR HQ emails membership information to the prospective member

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 SIOR HQ emails chapters lists of prospective members each quarter



 SIOR HQ emails and mails periodic correspondence to the prospective member

• Chapter invites prospective member to events

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• Prospective member applies for membership

## **Admissions Process**

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Applicant reviews requirements and confirms they meet GFI amounts

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 Applicant has GFI Affidavit signed by Managing Broker or CFO

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 Applicant completes online application and submits GFI Affidavit 4

 Manager of Admissions notifies applicant that application is received

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 Manager of Admissions announces application to chapter membership

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Chapter membership has 10 days to provide comment

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 After 10 day comment period, applicant receives Endorsement Form to send to endorsers

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• Applicant has 60 days to submit endorsements

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 Manager of Admissions sends the application to the Chapter Admissions Chair for the interview 10

 Chapter Admissions Chair has 30 days to conduct the interview and verify GFI

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 Application is voted on by COPs at the end of the month for final approval

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 SIOR HQ and chapter welcomes new member