**NEW DIRECTOR: CHECKLIST**

FIRST PHONE CALL

Call the new Director. If you cannot get through, send an email. Make an initial call during their first 2 weeks, and then check-in two weeks later.

* Confirm spelling of name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Ask about their background and prior experience (for example: experience with not for profit work, DV/SV work, financial management, personnel, grant writing – This can help make referrals within MCADSV and know a little bit about them and not assume they are novices.)

Inform of:

* Online Directory
* Coalition Manager profile
* Regional Meeting Invitations, Weekly Round Up, The Latest, etc.
* Basecamps
* Listservs
* Have you informed your funders of the staff changes?

Let me tell you about MCADSV—we provide:

* Technical assistance
  + Direct services: best practices, legal advocacy, policy and procedures
  + Administrative support: human resources, grants and Board support
* Regional meetings: invite to the next Regional Meeting
* Training: invite to join the Director’s Academy cohort
* Service Standards
* MSRs and Outcomes
* MCADSV Staff and what we do
* MCADSV website and what they can find on the website
* MCADSV public policy work and what it means to get an action alert. Be prepared to answer questions about lobbying and refer to Public Policy Director.

“We are here to support you. Do you have any pressing concerns that you would like to discuss?”

“I’ll give you a call to go over some more things in a couple of weeks. If anything comes up, you can always call or email us. Is there anything that you need now?”

**INTERNAL CHECKLIST AFTER THE FIRST CALL**

* Update Coalition Manager (You will need - name, title, program name, region, email and phone number) Be sure to update the mailing list options in CM this updates sendgrid
* Update Basecamp
* Send email to MCADSV staff
* Send a congratulations/welcome card signed by all staff and include the business card of the MSS that is assigned to that region
* Send Regional Liaison Director’s name and contact information
* Send the new Director:
  + Invitation to the next Regional Meeting
  + Link to information about Director’s Academy
  + Send staff bookmark

SECOND PHONE CALL

“How are you doing? I’d like to tell you more about MCADSV.” Benefits of your membership include:

Publications **(go to *Resources* page of website)**

* Stats sheet: MSR’s and Outcomes—thank you!
* DV and SV 101
* Service Standards: DV, SV and BIPs *(Inform of complaint process)*
* Shelter Rules: How the Earth didn’t fly into the Sun
* New Laws
* Other publications
* You can also find multi-language materials, immigrant and refugee resources and information about human trafficking on the “Resources” page

Networking opportunities **(go to the *Calendar* of website**) here you can find information about

* Regional Meetings
* Conference
* Roundtables: IRSR, POC Gathering
* Capacity building projects – Let them know that we sometimes have these opportunities. If the program has been involved, let them know that their agency has participated or is currently participating.
* Basecamp (have you been able to connect)?
* Social Media platforms: Facebook, Twitter, YouTube channel that includes webcasts and video learning.

Public Policy: state and national level **(go to P*ublic Policy* page of website)**

* MO Capital Advocacy Days
* In-district meetings

Training **(go to *Education* page of website)**

* Foundations, Advocacy in Practice, Regional and on-site
* On-line trainings through YouTube channel and Coalition Manager
* Director’s Academy (Did you get the information I sent?)
* Leadership Institute
* Other statewide trainings we may be having

MSR’s and outcomes—How is it going?

* MSR’s are due on the 15th of the following month. Outcomes must be submitted once per quarter.
* Invite to statewide MSR/Outcome training

Other Benefits

* SESCO Management Consultants – [www.sescomgt.com](http://www.sescomgt.com) or 423-764-4127
* NNEDV vision and dental benefits
* Tele-language telephonic interpreting program
* Invite them to visit the MCADSV Office and Training Center in Jefferson City
* Reminder about MCADSV staff and what we do

“Do you have any worries or concerns?”

**INTERNAL CHECKLIST AFTER THE SECOND CALL**

Send the new Director:

* Links to publications: Service Standards, How the Earth Didn’t Fly into the Sun
* Links to MCADSV social media platforms
  + Facebook: <https://www.facebook.com/MCADSV/>
  + Twitter: <https://twitter.com/MCADSV>
  + YouTube: <https://www.youtube.com/channel/UCm8DV6DlLNvDfI4yjekaQhw>
* SESCO Management Consultants contact information: 423-764-4127 or sesco@sescomgt.com
* NNEDV vision and dental benefit information (G:\Membership & Regional\Benefits).
* Tele-language telephonic interpreting contract (G:\Membership & Regional\Benefits)

**SAMPLE EMAIL**

Congratulation on your position as the executive director of [PROGRAM]!

My name is [NAME] and I’m a Member Services Specialist with the Missouri Coalition Against Domestic & Sexual Violence (MCADSV). As a member of MCADSV, [program name] has access to free training, technical assistance resources and networking opportunities. MCADSV is a statewide, membership organization comprised of domestic and sexual violence programs throughout Missouri. Your agency is one of those included in this powerful network of voices for change.

I’d love to speak with you soon to tell you about the benefits of membership and answer any questions that you might have. We have a regional meeting [DATE], and I hope you can make it. If so, perhaps we can meet beforehand or afterwards? Or let me know if there is another time in the coming weeks that works better for you.

You can find information about MCADSV’s Director’s Academy and other great trainings at <https://www.mocadsv.org/training>. Please contact us with any questions or if you need help registering or logging on to the member’s only section of our website, <https://mocadsv.coalitionmanager.org/Account/Login>.

Again, congratulations and welcome to Missouri’s movement to end rape and abuse!