



Sample Member Communications

SAMPLE COMMUNICATION INTRODUCING CHAPTER

Dear Nursing Colleague,

I am writing to tell you about an organization based here in *[insert location]* dedicated to promoting the development of nurses who care for persons living with HIV/AIDS.

ANAC (The Association of Nurses in AIDS Care) is a nonprofit nursing organization committed to fostering the individual and collective professional development of nurses involved in the health care of persons infected or affected by the HIV. Furthermore, we want to promote the health, wealth, and rights of all HIV infected persons.

The *[insert name]* Chapter of ANAC was chartered in *[insert date]*. For local chapter dues of \$*[insert amount]* and national ANAC membership dues, a nurse can attend 4-5 education meetings per year that provide nursing continuing education credits. ANAC members also receive *The Journal of the Association of Nurses in AIDS Care (JANAC)*, reduced fees for the annual conference and reduced fees for HANCB certification.

[Insert any additional information about your chapter]

If you have any questions, please call our Chapter Secretary *[Insert Name]* at *[phone number]* or email *[insert email address]*.

Thank you for your interest in the *[insert name]* Chapter of ANAC.

Best Regards,

[Insert name]

Chapter President

SAMPLE COMMUNICATION INVITING NATIONAL MEMBERS TO JOIN THE LOCAL CHAPTER

Dear fellow ANAC member,

I noticed that your name appears on the national roster for ANAC and you list a local zip code as your home address. We have a great local chapter and would truly like you to become involved in any way you can. We offer educational opportunities at our bimonthly meetings as well as the opportunity to network with your peers and maybe even just talk to someone who is or has been in a situation similar to yours.

We have a vital and dynamic chapter in *[insert chapter location]*. Nurses and other healthcare professionals from all aspects of HIV care are represented. Our meetings are held *[Insert date, time, location]*. As a member of ANAC, you already receive JANAC and other communications from ANAC. We will be adding your name to our mailing list for the local newsletter as well. I encourage you to join our chapter and network with other nurses and healthcare professionals like you.

Please call me if you have any questions regarding membership at the local level. Being a member of the local chapter has afforded me many opportunities for education, networking, camaraderie and just plain fun. I hope you choose to join us.

Sincerely,

[Insert name]

Chapter President

SAMPLE COMMUNICATION TO MEMBERS ASKING TO RENEW MEMBERSHIPS

Dear Nurse in HIV Care,

We are writing to invite and encourage you to join us. The officers and board of *[Insert Chapter Name]* strongly believe that a local and national network of nurses dedicated to improving the delivery of care and therefore the quality of life for people living with HIV can help all of us meet our professional challenges.

To abide by the rules of our national organization, you must be an ANAC member to join a local chapter. ANAC membership can be obtained online at www.nursesinaidscare.org. ANAC membership includes a subscription to the Journal of the Association of Nurses in AIDS Care (JANAC), periodic newsletters, continuing education opportunities and discounted fees for the annual conference and HANCB certification.

Our *[Insert dues amount]* annual membership fee provides you many local opportunities. It entitles you to *[list events and activities]*. So don't delay, renew your membership today!

Sincerely,

[Insert name]

Chapter President

SAMPLE COMMUNICATION TO ENCOURAGE MENTORING OF NEW MEMBERS

Dear Members,

Thank you all for your hard work and dedication to the *[Insert Chapter Name]* Chapter. It is now time to focus on retaining the new members that we have recently worked hard to identify and recruit. This is an important time to promote our local chapter and ensure that our new members are being mentored.

Please take some time to call or email our new members to see if they have any questions or concerns. Each member is being asked to contact *[insert number]* members and answer any questions or concerns that they may have. In addition, we ask that you contact these members on on-going basis especially around the time of events. Hopefully, these personalized contacts will let each new member know that we value them and are glad that they chose ANAC.

Enclosed you will find the names and numbers of the new members that have been assigned to you. We thank you again for all of your hard work and want to remind you that you are very appreciated and important to our local ANAC chapter.

Sincerely,

[Insert name]

Chapter President

SAMPLE COMMUNICATION FOR LOCAL SCHOLARSHIPS

Dear Member,

The Association of Nurses in AIDS Care (ANAC) is a nonprofit nursing organization committed to fostering the individual and collective professional development of nurses involved in the health care of persons infected or affected by the HIV. Furthermore, we want to promote the health, wealth, and rights of all HIV infected persons.

Scholarships in the following areas are being offered in all or part of the following:

[List events]

Each scholarship applicant will be required to submit a letter of intent to:

[Insert contact information for scholarship committee]

The letter must include explanation of financial need or academic achievement. We want to reward professional achievement as well as assist those in need. *[Insert specific chapter requirements]*

As our funds are limited and we wish to assist as many applicants as possible, only one scholarship application may be submitted per person.

Sincerely,

[Insert name]

Chairperson, Scholarships Committee