On behalf of the CUPA-HR {Insert Chapter Area} Chapter board, I extend my congratulations and welcome!

To help fully acquaint you with CUPA-HR and the {Insert Chapter Area} Chapter board, we have created onboarding resources for you.

CUPA-HR {Insert Chapter Area} Chapter’s board is comprised of incredible higher education leaders from institutions in our chapter’s area — you included! I’ve included our current board members on this message and you can view their contact information on our chapter’s website {link to board list on chapter website}.

Our chapter’s website {insert link to your chapter website} also contains information on our chapter’s upcoming events and membership information (spoiler alert – chapter membership is free and open to all higher ed HR professionals in our chapter’s area!) We also have an online community in CUPA-HR Connect where our chapter community can connect with colleagues in our state or local area. {link to your Connect Chapter Community, if applicable}.

Our chapter is governed by its bylaws and affiliation agreement developed and approved by the national association, and our board has developed a policies and procedures document to supplement those documents and to ensure excellent operating practices. {insert the link or attach your chapter’s policy and procedures document}

To help you in your role as a volunteer leader, the national association has the [CUPA-HR volunteer leader toolkit](https://www.cupahr.org/for-volunteers/leader-toolkit/), which contains a wealth of resources, tools and guidance for our chapter leaders. Please watch the Toolkit Overview video before you review the many resources available in the toolkit.

CUPA-HR’s national, region and chapter board members are at the forefront of all that we do. The Association Leadership Program (ALP) is an event held each July for volunteer leaders and provides us the opportunity to learn about CUPA-HR resources, stay on top of higher ed HR news and trends, and connect with an incredible network of higher HR leaders from across the country. Look for an email from the national office with information on this year’s ALP, including the event dates and how to register.

During your tenure, you will lead the work that brings our chapter’s strategic priorities to life. Your chapter board predecessors have helped create an incredibly strong foundation. Our responsibility is to build on this foundation to meet current challenges while preparing for the future needs of higher education and HR leaders in our chapter area.

We are very grateful to have you as our newest board member to help guide our future!

Welcome!

{Your Name}  
Professional Title/Institution}

{Board Title}

CUPA-HR {Chapter Name}