

# New Member Welcome Guide Toolkit

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**tesol** international  
association

## Contents

Contents .....	1
Part 1: Overview of the New Member Welcome Program .....	2
Part 2: Membership Guide-New Member Communication.....	3
Initial Communication.....	3
Other Questions to Get the Conversation Started.....	4
Directing the New Member to Association Resources .....	5
Maintaining Communication .....	6
Concluding the New Member Guide Relationship .....	7
In the Event of Non-Communication.....	8
Part 3: Resources .....	8
TESOL Membership Benefits.....	8
TESOL Resource Center .....	8
Communities of Practice.....	9
TESOL Affiliates .....	10
TESOL Awards and Grants.....	10
TESOL Career Center .....	10
TESOL Publications .....	11
TESOL Advocacy Resources .....	11
Appendix: Joining a Community of Practice.....	13

This toolkit contains a set of resources to support Membership Guides in the TESOL International Association’s New Member Welcome Program. The first section provides an overview of the program. The second section offers models of communication between the Guide and the new member. The final section includes information on association resources that can be shared with the new member to facilitate engagement.

## Part 1: Overview of the New Member Welcome Program

Thank you for your willingness to serve as a Membership Guide in TESOL International Association's New Member Welcome Program! The purpose of the New Member Welcome Program is to integrate new members into the TESOL International Association. This is accomplished by connecting new members with established members (a.k.a., Membership Guides) with the goal of:

- Involving new members in Association events and activities;
- Helping new members maximize their use of membership benefits;
- Developing new members' professional network;
- Fostering member engagement and retention.

The participants in the New Member Welcome Program are new members who have joined the TESOL International Association within the past month. They represent the full spectrum of TESOL membership: all genders, all age ranges, from countries around the world, and having varying levels of professional experience. They can also belong to any membership category:

Professional	The most general category of membership.
Lower Income Professional	For those who earn less than \$25,000 USD annually.
New Professional	For those who have been teaching for less than three years.
Global Professional	For residents of countries with a gross national income of less than \$15,000 as defined by the World Bank.
TESOL Student	For those who are at least half time at a degree-granting institution (does not include certificate programs).
TESOL Retired Professional	For retired professionals who have been TESOL members for five of the past ten years.

You can read more about the different categories of TESOL membership here: <https://www.tesol.org/about-tesol/membership>.

The Membership Guides (you!) are established members of the TESOL International Association who are knowledgeable about its activities, communities, and resources.

Membership Guides:

- Have been a member of the TESOL International Association for at least 3 years.
- Have attended at least one annual convention, virtually or in person.

## TESOL New Member Welcome Toolkit

- Has been involved in an Interest Section, Professional Learning Network, Professional Council, Task Force, Committee, or other activities within the Association.

The responsibilities of the Membership Guide are to:

- Contact your new member 3-4 times during the three-month program. Communication can occur more frequently if it is the desire of the Guide and the new member. Communication can take place via e-mail, messaging apps, telephone, video conferencing, or other means convenient to both parties..
- Learn about the new member's teaching context and their professional interests. In this way, you can inform the new member about Interest Sections and Professional Learning Networks that align with their needs. You can also let the new member know about upcoming events (such as webinars) and opportunities to volunteer with the Association.
- Participate, as possible, in online or face-to-face events designed for Guides and new members to meet with each other and to interact with other TESOL members.
- Respond to requests for feedback on their Guiding experience from the Membership Professional Council.
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Guides serve for 6-12 months at a time and are welcome to continue their service indefinitely. Guides can be assigned up to 3 new members in every 3-month cycle (January-March, April-June, July-September, and October-December).

## Part 2: Membership Guide-New Member Communication

The following are examples of the emails that you might send to the new member at various stages of your Guiding relationship. Guides should customize their communication to the new member. There are models for your initial communication with the new member, directing the new member to TESOL International Association resources, maintaining communication over time, and concluding the Guide-new member relationship.

### Initial Communication Example 1

Dear [New Member]:

Welcome to TESOL International Association! My name is [Guide Name]. I have volunteered to orient new members in the association, and I have been assigned as your Membership Guide. My role is to help you navigate your TESOL membership, make full use of your member benefits, and get involved! I am pleased to have this opportunity to get to know you and to support you during your first few months of membership in TESOL.

[Guides briefly share information about themselves such as where they work and what they have gained from being a member of TESOL International Association. See example below.]

## TESOL New Member Welcome Toolkit

[I am a teacher at ABC University in Florida in the United States. I work in an intensive English program with students from different countries who aspire to earn their degrees in the United States. I primarily teach grammar and writing to intermediate and advanced proficiency students. I have been a member of TESOL International Association for 15 years. During that time, I have connected with TESOL colleagues from around the world. I have learned a lot from the resources that TESOL offers such as webinars, newsletters, and opportunities to engage with colleagues in a wide range of online communities of practice. I have also developed my leadership skills through volunteering with the association.]

Please tell me more about yourself. What led you to become an English teacher? Where do you teach, and how long have you been teaching? What do you hope to gain from your TESOL membership?

As your Membership Guide, I will be in touch with you several times during the next three months. What is the best way for us to stay in touch (e.g., e-mail, Facebook, or other apps)? You can reach me at [email or Facebook]. You can also message me on myTESOL.

I look forward to learning more about you! Please let me know if you have any questions about the association or your membership. I am here to help!

Best wishes,

[Membership Guide]

### Initial Communication Example 2

Dear [New Member]:

Welcome to TESOL International Association! My name is [Guide Name], and I have been assigned to be your new member guide through [End-of Cycle Date]. I am a long-time TESOL member [Guide Length of Membership]. I'd love to get to know you and see how I can help you make the most of your TESOL membership.

Where do you live? I live in [Location (include country)]. Would you like to schedule a time to talk via [Zoom or other option similar tool]?

Best wishes,

[Membership Guide]

### Other Questions to Get the Conversation Started

For classroom teachers/teacher educators

- Tell me about your students. Who are they? What are their strengths and weaknesses in English?

## TESOL New Member Welcome Toolkit

- What are your strengths as a teacher? What can you share with other TESOL members?
- What is your favorite skill area or subject to teach? Why do you enjoy it?
- Do you have a favorite activity or technology you like to use?
- Which areas of teaching would you like to learn more about?
- Tell me about a teaching success story in your classroom.
- What are some challenges you have recently faced as a teacher?
- What do you enjoy most about teaching English?
- Why did you want to become an English teacher?

### For program administrators

- Tell me about your program. What levels does it encompass?
- What are your strengths as an administrator? What can you share with other TESOL members?
- What challenges does your program face?
- Did you ever have a teaching position? If yes, how did you transition to administration?

### General

- Why did you join TESOL? Do you belong to other professional associations?
- What do you hope to gain from your TESOL membership?
- Have you joined any communities of practice within TESOL?
- What are your professional goals for the future?

## Directing the New Member to Association Resources

Dear [New Member]:

Thanks for your message! It is so interesting to hear about your journey into English language teaching. [Guide will customize suggestion based on new member] Since oral skills are the focus of your courses, you might like to join one of TESOL's communities, the Speech, Pronunciation, and Listening Interest Section (SPLIS). Joining this community will allow you to connect and share ideas with other teachers who are also involved in teaching listening and speaking. Participation in the Communities of Practice on myTESOL is part of your TESOL International Association member benefits, and you can belong to as many communities as you like! This video explains how you join the different communities within TESOL: <https://www.youtube.com/watch?v=A3QpMMH5Rwg>. Once you've joined, be sure to introduce yourself in the community forum in myTESOL so you can start to interact with other members.

I also saw that the [Guide check the upcoming events on myTESOL (<https://my.tesol.org/events/tesol-events>) and customize to new member] English as a Foreign Language Interest Section (EFL-IS) has a free webinar coming up on [date] on "How to Teach Pronunciation Creatively." Here is the registration link [link]. If you can't participate in the live webinar, you can watch it later on YouTube.

Let me know if you're able to join SPLIS or another community of practice on myTESOL. I'll also be curious to know if you watched the webinar and what you learned from it!

Best wishes,

[Membership Guide]

## Maintaining Communication

Hi [New Member]:

It was great getting in touch with you in [month]. How are things going with your TESOL membership? Have you had a chance to explore some of the sites and resources I mentioned previously?

Let me know what you've explored and what you think—as well as any questions that might have come up.

Best

[Membership Guide]

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Hi [New Member]:

I see that TESOL has offered a number of programs and webinars. Have you been able to take advantage of any of them so far? If not – there are also some others on the horizon. Check out the following: [list two or three upcoming TESOL webinars or other activities].

[Add a personal Anecdote about something the mentor has done or read – webinar, something interesting from IS or PLN newsletter, or myTESOL, etc. Or add an example of some way a TESOL resource aided the mentor in the classroom or as administrator.]

Keep me posted on how things are going.

Regards,

[Membership Guide]

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## TESOL New Member Welcome Toolkit

Dear [New Member]:

I can't believe it's been over a month since you joined TESOL. Has your Interest Section (or PLN) held any virtual or in-person events lately? If you participated, I'd love to hear how it went and what you might have as a take-away.

I was looking around TESOL publications section recently and was amazed at how many free publications are available: <https://www.tesol.org/read-and-publish/newsletters-other-publications>. A nice perk for membership in the association! Have you followed TESOL blog? I've found some really interesting entries. Recently an entry on [topic] caught my attention, since I'm teaching adult learners [or whatever Guide teaches].

Fill me in on any of your IS news or share any TESOL resources you have found interesting.

Best,

[Membership Guide]

## Concluding the New Member Guide Relationship

Hi there [New Member],

Here we are, three months into your TESOL membership. Time flies!

I hope our conversation has been useful, and that you are getting loads of benefit from your TESOL membership. As you get more engaged, do consider volunteering for Interest Section committees, or signing up for some of TESOL professional development courses. It's so good to interact with great ELT professionals. Another easy way to get involved in the association is to volunteer to review proposals for the international convention or applications for TESOL awards.

This welcome program was set up to last for three months, so we'll "officially" close that out now. But I'd love to keep in touch and continue to hear how you are doing.

One more thing, though, it would be useful for us to know what you thought of the New Member Welcome Program along with any suggestions for the future. You can just send me a note with comments, if you like. TESOL will also send out a short survey for your input and we'd love to have you complete it. It will most likely be a link to an online survey form with just a few questions.

Ok – once again, glad to have you as a TESOL member. Good luck with all.

Sincerely,

[Membership Guide]



## In the Event of Non-Communication

What should you do if you contact the new member and they are non-responsive? Suppose you have followed the above guidance and written the new member two or three times but gotten no response. In that case you can simply send a concluding message saying you hope their experience with TESOL is going well and that they will benefit professionally and personally. Then send a note to Juliet Mason ([jmason@tesol.org](mailto:jmason@tesol.org)) with the new member's name and email, indicating that they did not respond.

## Part 3: Resources

This section includes information about seven main areas of TESOL International Association (TESOL Member Benefits, TESOL Resource Center, Communities of Practice, TESOL Affiliates, TESOL Awards and Grants, TESOL Career Center, TESOL Publications, and TESOL Advocacy Resources). Each of these areas can be a starting place for new member engagement. Use this information to encourage new members to connect with various aspects of TESOL and/or pass along information that you think the new member may find useful.

### TESOL Membership Benefits

- Encourage new members to understand all elements of their [TESOL membership](#) and begin to engage in various ways with their TESOL membership.
- New members will receive notices when TESOL membership is close to expiration. These emails will explain how members can renew their membership for one or two years at the current membership rates.
- Invite new members to begin engagement with the [myTESOL community](#), a place to share, learn, and network with other professionals, by creating a profile.

### TESOL Resource Center

- The [TESOL Resource Center](#) contains lesson plans, teaching tips, activities, assessment tools, and much more.
- New members can browse materials and contribute their own.

## Communities of Practice

TESOL Interest Sections are groups focused on current practice and research in specific areas of English language teaching and learning. The Interest Sections publish newsletters and host webinars and networking events.

<u>Adult Education</u> <u>Applied Linguistics</u> <u>Bilingual-Multilingual Education</u> <u>Computer-Assisted Language Learning</u> <u>English as a Foreign Language</u> <u>English for Specific Purposes</u> <u>Higher Education</u> <u>Intercultural Communication</u> <u>International Teaching Assistants</u> <u>Materials Writers</u> <u>"Nonnative" English Speaker Teachers</u>	<u>Pre-K-12</u> <u>Program Administration</u> <u>Reading and Vocabulary</u> <u>Refugee Concerns</u> <u>Second Language Writing</u> <u>Social Responsibility</u> <u>Speech, Pronunciation, and Listening</u> <u>Supporting Students With Disabilities</u> <u>Teacher Educator</u>
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Professional Learning Networks are informal discussion groups that are formed by members usually in response to specific issues:

<u>Arts and Creativity</u> <u>Assessment Issues</u> <u>Black English Language Professionals &amp; Friends</u> <u>Career Path Development</u> <u>Environmental Responsibility</u> <u>Faith in English Language Teaching</u> <u>Global Education</u>	<u>Palestinian Educators and Friends</u> <u>Intensive English Programs</u> <u>Lesbian, Gay, Bisexual, &amp; Trans</u> <u>TESOL Diversity Collaborative</u> <u>Video</u> <u>Womensorship in ELT</u>
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Please see the appendix for step-by-step technical instructions on how to add or delete communities of practice from your TESOL membership.

## TESOL Affiliates

- TESOL Affiliates are located all around the world and represent 70 different countries and regions.
- TESOL affiliates allow you to connect both locally and internationally. Some Communities of Practice from TESOL regularly collaborate with affiliates to put on events such as webinars, panels, as well as social events.
- Find [an affiliate](#) near you and/or one that is in a region you would like to connect with.

## TESOL Awards and Grants

TESOL offers numerous awards and grants to honor excellence in the field, to recognize service, and to enable TESOL members to attend the Annual TESOL Convention & English Language Expo.

New members can apply for these awards and grants:

- [TESOL Convention Travel Grants & Scholarships](#)
  - Professional Learning Scholarships
  - [Teaching Materials Grant](#)
- Grants are available for funding the purchase of student classroom learning materials and/or teacher-related materials (e.g., ancillary materials that can be used in conjunction with textbooks or other instruction materials) to support adult ESL education programs in the United States.

TESOL Awards for Excellence & Service

- [TESOL Teacher of the Year Award](#)
- [TESOL Award for Distinguished Research](#)
- [The D. Scott Enright TESOL Interest Section Service Award](#)
- [The Mary Finocchiaro Award for Excellence in Unpublished Pedagogical Materials](#)
- [The Ron Chang Lee Award for Excellence in Classroom Technology](#)
- [The Ruth Crymes TESOL Fellowship for Graduate Study](#)
- [The TESOL Virginia French Allen Award for Scholarship and Service](#)
- [The James E. Alatis Award for Service to TESOL](#)
- [TESOL Teacher of the Year](#)

## TESOL Career Center

In addition to job postings, the [TESOL Career Center](#) includes career resources and information.

## TESOL Publications

Many print and electronic resources are available to TESOL members.

- All members have full access to [TESOL Journal](#)

TESOL Journal (TJ) is a refereed, practitioner-oriented electronic journal based on current theory and research in the field of TESOL. TJ is a forum for second and foreign language educators at all levels to engage in the ways that research and theorizing can inform, shape, and ground teaching practices and perspectives. Articles enable an active and vibrant professional dialogue about research- and theory-based practices as well as practice-oriented theorizing and research.

- Individual subscriptions to [TESOL Quarterly](#) are available to TESOL members only. Subscriptions cost US\$59 (e-only) and US\$89 (for e- and print versions) for most members; \$45 for Global Professional members (e-only).

TESOL Quarterly (TQ), a refereed professional journal, fosters inquiry into English language teaching and learning by providing a forum for TESOL professionals to share their research findings and explore ideas and relationships in the field. TQ's readership includes ESOL teacher educators, teacher learners, researchers, applied linguists, and ESOL teachers.

Members can grow their libraries with e-books and print texts from [TESOL Press](#)

- TESOL Press offers over 100 titles for educators teaching English as a second or foreign language.
- TESOL members save 20% off the non-member price on all TESOL Press books

TESOL newsletters and other publications are the best way to find useful articles, get the latest news on the association and the field, and learn about upcoming events and special announcements.

- [TESOL Connections](#)
- [English Language Bulletin](#)
- [The TESOL Blog](#)
- [Interest Section Newsletters](#)
- [TESOL Professional Papers and Briefs](#)

## TESOL Advocacy Resources

TESOL International Association aims to deepen respect for the TESOL profession, its practitioners, and the profession's student constituency. [TESOL's advocacy program](#) addresses issues that affect the profession worldwide and offers English language educators the opportunity to get involved.

TESOL is continuously tracking legislation and rules affecting and of importance to the field of English language learning. [The TESOL Advocacy Center](#) provides a summary of the issues currently being tracked and allows you to submit comments to the appropriate government agency and/or your legislature. You can also sign up to

## TESOL New Member Welcome Toolkit

receive alerts and tell TESOL about your local issues (both internationally and in the U.S.).

[New members should make sure they are signed up to receive any advocacy alerts and when one is released use it as an opportunity to communicate with mentee how to advocate and sign up for alerts themselves]

Thank you again for volunteering to serve as a new member Membership Guide! Should you have any questions, please contact the Chair of the Membership Professional Council or Juliet Mason at ([jmason@tesol.org](mailto:jmason@tesol.org)).

## Appendix: Joining a Community of Practice

There are two ways to join a Community of Practice or Professional Learning Network. You can A) join through the TESOL International Association website (<https://www.tesol.org/>) or B) join through the myTESOL platform (<https://my.tesol.org/home>).

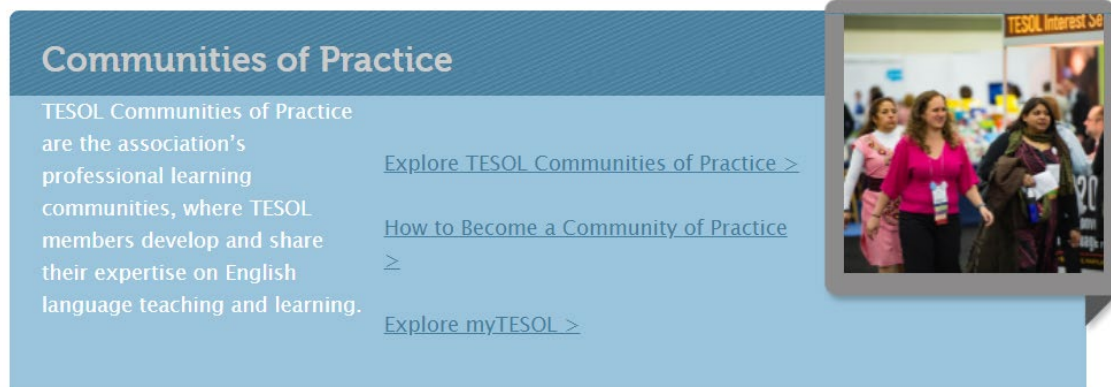
1. Here is how to log through <https://www.tesol.org/>
  1. Log in to your TESOL account
  2. Click on the tab on top labeled CONNECT TO TESOL



3. Click on Explore Communities of Practice:

### Connect

[Home](#)> [Connect to TESOL](#)



4. You will see two sections for Interest Sections (ISs) and Professional Learning Networks (PLNs). Click on the IS or PLN that you'd like to join:

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TESOL has two types of COPs: **Interest Sections (ISs)** and **Professional Learning Networks (PLNs)**. All COPs adhere to [TESOL's mission, vision, core values, and nondiscrimination policy](#), and they all support TESOL's strategic vision. But each has a different structure and activities.

### Interest Sections

Interest Sections (ISs) are rooted in and contribute to current practice and research in specific areas of English language teaching and learning. ISs create strategies for communications, member engagement, and leadership development. They also sponsor specific projects and engage in year-round outreach.

- [Adult Education](#)
- [Applied Linguistics](#)
- [Bilingual–Multilingual Education](#)
- [Computer–Assisted Language Learning](#)
- [English as a Foreign Language](#)
- [English for Specific Purposes](#)
- [Higher Education](#)
- [Intercultural Communication](#)
- [International Teaching Assistants](#)
- [Materials Writers](#)
- ["Nonnative" English Speaker Teachers](#)
- [Pre–K–12](#)
- [Program Administration](#)
- [Reading and Vocabulary](#)
- [Refugee Concerns](#)
- [Second Language Writing](#)
- [Social Responsibility](#)
- [Speech, Pronunciation, and Listening](#)
- [Supporting Students With Disabilities](#)
- [Teacher Educator](#)

### Professional Learning Networks

Professional Learning Networks (PLNs) are informal, discussion groups that typically emerge in response to specific and timely issues. They are structured by the members, and they form and dissolve as needed.

- [Arts and Creativity](#)
- [Assessment Issues](#)
- [Black English Language Professionals & Friends](#)
- [Career Path Development](#)
- [Environmental Responsibility](#)
- [Faith in English Language Teaching](#)
- [Global Education](#)
- [International Interfaith Palestinian Educators & Friends for Peace, Justice, & Reconciliation](#)
- [Intensive English Programs](#)
- [Lesbian, Gay, Bisexual, & Trans](#)
- [TESOL Diversity Collaborative](#)
- [Video](#)
- [Womentorship in ELT](#)

5. On the community page, you'll see a green button that will allow you to join that group:

**JOIN THIS COMMUNITY**

JOIN/LEAVE THIS COMMUNITY

6. When you reach your profile page, click on the tab labeled “My Communities of Practice.” Put a check next to all ISs and/or PLNs that you'd like to join or uncheck the communities you would like to leave.

[About Me](#) [My Participation](#) [My Communities of Practice](#) [My Preferences](#) [My Downloads](#)

Joining an Interest Section or Professional Learning Network will also subscribe you to their community in [myTESOL](#). Interest Section members will also be subscribed to their Interest Section's newsletter. For more information about Communities of Practice, please visit the [TESOL website](#).

### Interest Sections

**Select Interest Sections**

- Check all
- "Nonnative" English Speaker Teachers
- Adult Education
- Applied Linguistics
- Bilingual-Multilingual Education

### Professional Learning Networks

**Professional Learning Networks**

- Check all
- Arts and Creativity
- Assessment Issues
- Black English Language Professionals & Friends
- Building a Peaceful Future

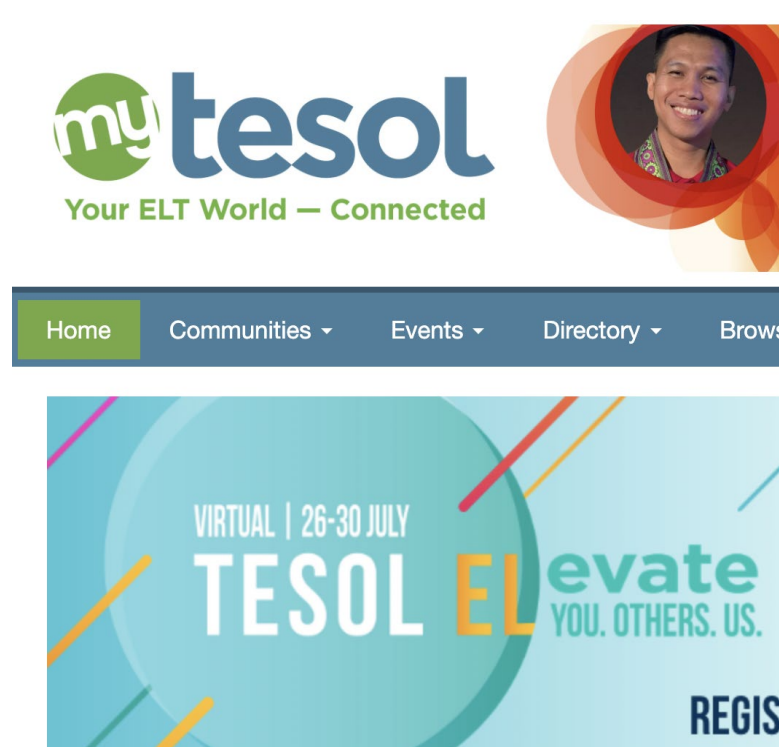
7. Click on “Save” to activate your changes. You should be able to access your new communities by the next day.



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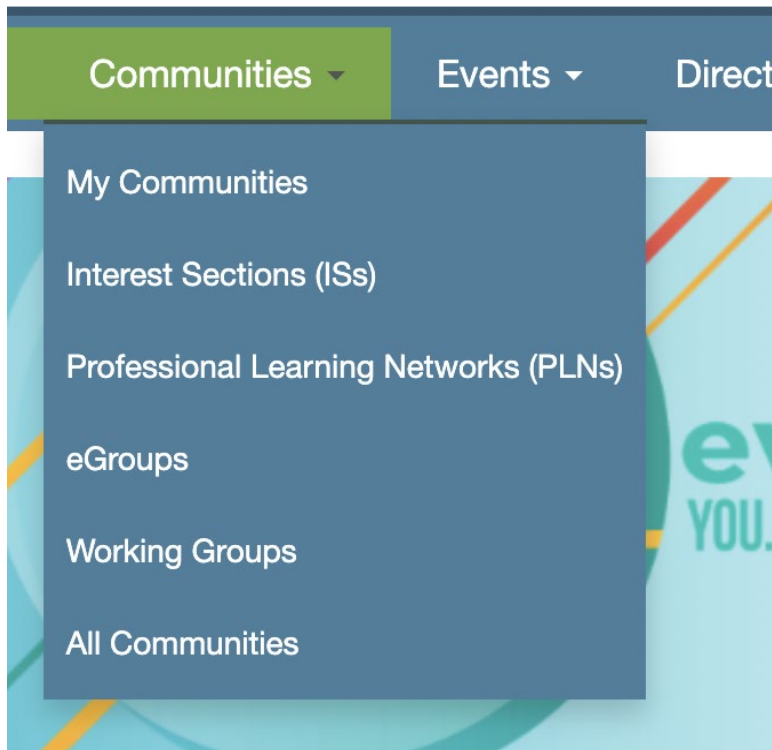
1. Here is how to join a community through the myTESOL platform.

Go to <https://my.tesol.org/home> and log in.

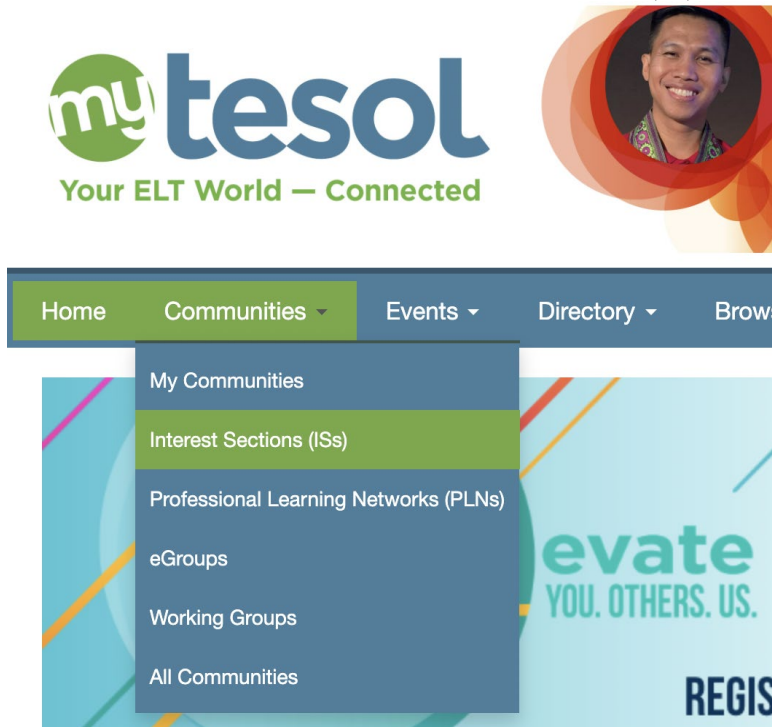


TESOL Board of Directors Online vote for the 2022 President-Elect and Board of Directors nominating committee proposed slate.

2. Click on Communities. You will see a drop-down menu.

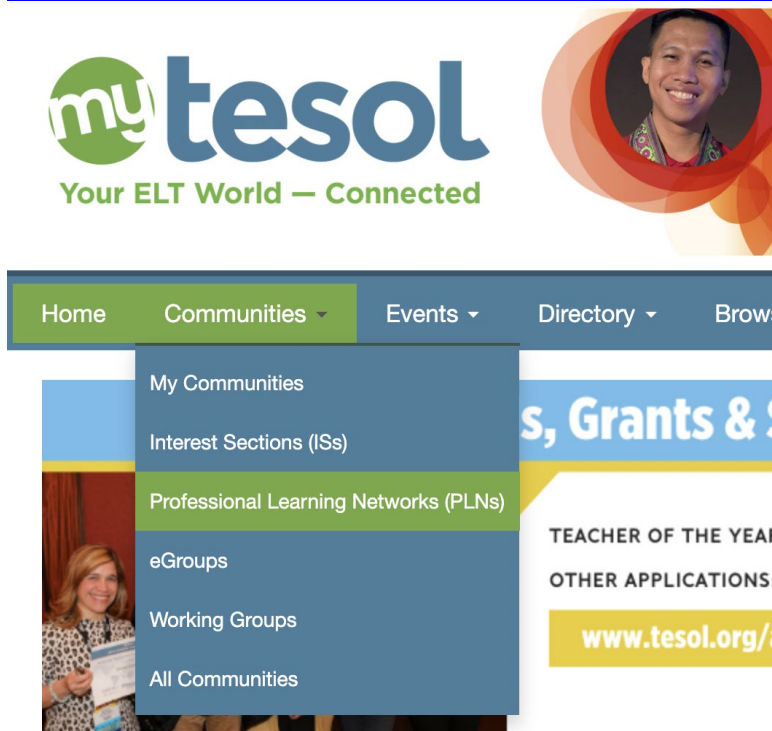
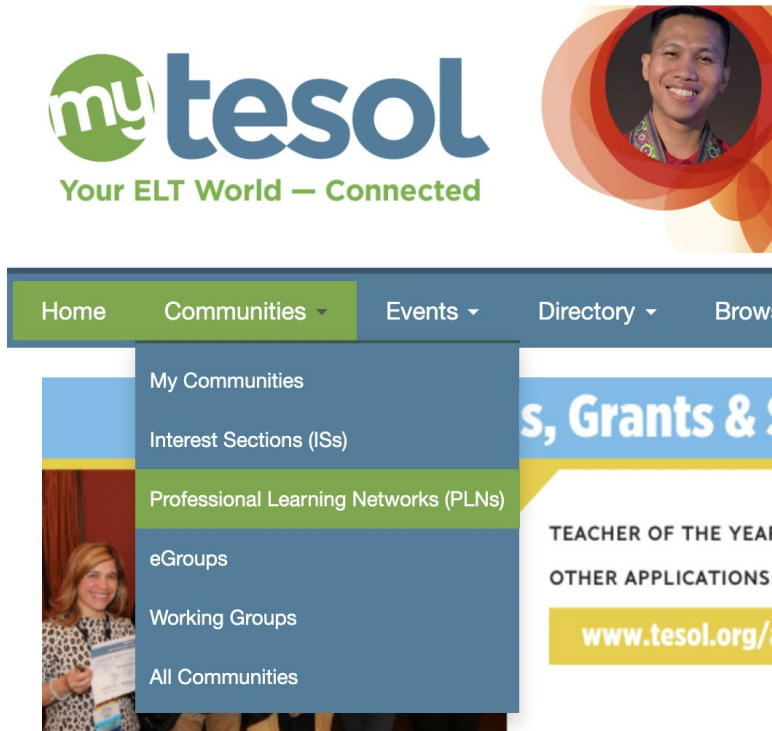


3. You can either click on Interest Sections (IS),

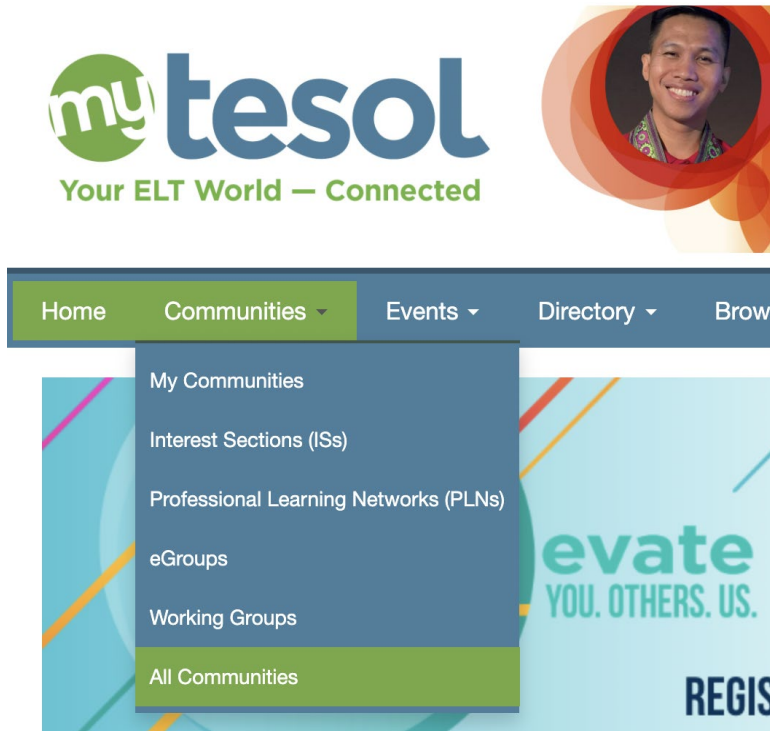


TESOL New Member Welcome Toolkit

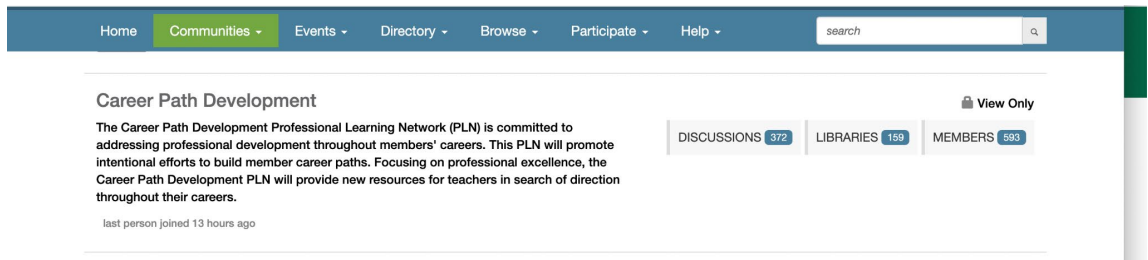
Professional Learning Networks (PLN),



or All Communities.



4. When you see the list of communities, you can click on the community you would like to join. \*Note - The communities you have not joined yet, you will see as “View Only.”



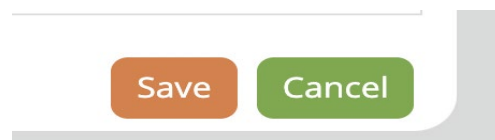
5. Once you click on the community, you will be taken to a screen to join it. Click Join/Leave This Community on the right hand side of the screen.



6. You will then be taken to your profile on TESOL.org. Under the “My Communities of Practice” tab, you should check the community or communities you would like to join or uncheck the communities you would like to leave.

The screenshot shows the TESOL.org user profile page. At the top, there is a header with the TESOL logo and the tagline "Advancing Excellence in English Language Teaching". Below the header are navigation links: "Read & Publish", "Connect to TESOL", "Attend & Learn", "Enhance Your Career", and "Advance the Field". There are also social media icons for Twitter, Facebook, LinkedIn, Instagram, and a share icon, along with "Print" and "Email" options. The main navigation bar includes tabs for "About Me", "My Participation", "My Communities of Practice", "My Preferences", and "My Downloads". The "My Communities of Practice" tab is selected. Below the tabs, there is a message: "Joining an Interest Section or Professional Learning Network will also subscribe you to their community in myTESOL. Interest Section members will also be subscribed to their Interest Section's newsletter. For more information about Communities of Practice, please visit the TESOL website." The "Interest Sections" section has a "Select Interest Sections" heading and a list of options: "Check all", "'Nonnative' English Speaker Teachers", "Adult Education", "Applied Linguistics", and "Bilingual-Multilingual Education". The "Professional Learning Networks" section has a "Professional Learning Networks" heading and a list of options: "Black English Language Professionals & Friends", "Building a Peaceful Future", "Career Path Development", "Environmental Responsibility", "Faith in English Language Teaching", and "TESOL.org".

7. Once you are finished, click save in the bottom right hand corner of the screen.



## TESOL New Member Welcome Toolkit

8. You can now go back to your profile in mytesol and access your communities of practice. You should be able to access your new communities by the next day.



The entire selection of myTESOL help videos can be found under the help tab on myTESOL or by following this direct URL: <https://my.tesol.org/help/using-mytesol>.