**MENTOR GUIDE**

**Welcome Mentor!**

Rotary is an amazing organization and our club is a fantastic place to be a Rotarian! As a mentor, you will help a new member to understand more about Rotary and to engage in our club. Thank you for your participation; a mentor is an important role in the long-term retention of a new member!

Getting a new member fully engaged in Rotary is an important job. This guide should provide you with the information you need to be a successful mentor.

**Objectives of the Mentoring Committee**

The primary objective is to help new members engage in the club, so they move from new member to long-term member.

You do this by:

• Sharing knowledge

• Helping them get involved

• Being a resource

• Being a friend

**The Mentor Committee**

You were asked to be a part of the mentor committee because of your knowledge and enthusiasm for Rotary and a willingness to pass it on.

The 4 to 5 mentors on the committee work together to share the tasks associated with bringing in a new member and making them a long-term member. Getting a new member fully engaged in Rotary is an important job.

The Rotary Club of Sandy Bay **New Member Guide** should provide

you with the information you need to be on the mentor committee.

All new members receive this link that outlines many Rotary and club basics. See New Member resource page on My Rotary: [https://my.rotary.org/en/learning-reference/learn-role/new-member](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy.rotary.org%2Fen%2Flearning-reference%2Flearn-role%2Fnew-member&data=02%7C01%7C%7C048e8830dc8c499f71fb08d6cf65354f%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C636924430932575011&sdata=Unmm2Q3%2FQTkmNNXDunUuzcZe8qFhQINv9XYSXc8jjxc%3D&reserved=0)

Mentors will need to Click through the above link so you are familiar with the information your mentee received. You will be surprised how much this will serve to refresh your own knowledge

**Tasks for Mentors**

Here are the primary tasks for the Mentoring Committee members:

* Their mentor should be present for the new member induction.
* Their mentor should schedule a coffee or lunch with the new member in the first four weeks of their membership.

Their mentor could consider taking them to another club, but best to wait until 6 months in your club.

* All Mentors help the new member through the new member process and keep track of their progress
* Assist them as necessary to fill out the Working with Vulnerable People form. Liaise as necessary with the Club Protection Officer.

First Coffee/Lunch

It is important that this meeting happens within the first four weeks of their membership! The goals are:

* Review the New Member resource page on My Rotary by clicking on the link above
* Get to know them personally and answer any questions.
* Share your Rotary story. Why did you join, and why do you stay?

The Induction

It is an important day when a new member is inducted into the club. It is a special occasion. A representative from the Mentoring Committee should be present, alongside the introducing member. (They could well be the same person.)

Club Meetings

For the first 4 to 6 weeks, the Mentoring Committee should make sure one mentor is sitting with the new member. Introduce them to a couple of new people at each meeting.

Make a point of introducing them to committee chairs and project leads.

Mentoring Process

There are several activities that we all did -when we became a member. New members are often unsure about these requirements (Specifically, I refer to duties such as Front Desk, Duty Rotarian and Chairperson (more information provided at the end of the SANDY BAY ROTARY NEW MEMBERS TRAINING PACK - SANDY BAY ROTARY LIST OF DUTIES ).

Example: They know they have to do a “Behind the Badge” (classification talk, about themselves) but they don’t know what that means. Walk them through the list and help them get everything checked off within 6 to 9 months.

Mentoring Process

* Explain that the new member will be scheduled for Front Desk, Duty Rotarian and Chairperson duties. These duties are outline in the NEW MEMBER PACK. and at the end of this document.
* Attend a board meeting.
* Attend New Member meetings.
* Do a make-up at another club.
* Join a committee.
* Participate in a club project.
* Encourage the new member to bring a guest to a club meeting within 6 months.

*\*Your mentor can explain each of these in more detail.*

**New Member Requirements**

New Member requirements are in black; Mentor role is in red.

The Club Secretary will enter them upon induction. Make sure they know how to access MyRotary.org. within the first few weeks.

* Front Desk, Duty Rotarian and Chairperson, duties
* Attend a board meeting.

Since Board meetings only happen once a month, try to get the board meeting on their schedule right away. If possible, attend the board meeting with them.

* Attend New Member meetings.
* Contact the person in the club responsible for new member training/meetings and the new member and get them involved. Encourage them to attend each meeting they will learn a lot about Rotary and our club. You do not need to attend these meetings (but you can).
* Do a make-up at another club- but not until about six months.

If possible, invite them to go to another club with you. If you can’t go, be sure they know the days, times, and location where other clubs meet, so they can go.

* Join a committee.

When you have coffee, find out about their interests. This will help you to

get them on the right committee. It is always nice if the committee chair

personally, invites them to join the committee. Example: If you know they are interested in international service, connect them with Director for International Service, so they can invite them to be on their committee.

* Participate in a club project.

Club projects don’t happen every day, so be sure they know what is happening.

Projects are hands-on events. See if there is a project in the works created by

new members, too.

* Give a classification/vocational talk.

Sometimes they will get to see someone else give a classification/vocational

“Behind the Badge talk”, but not always. Be sure they know it is a time for them to share a bit about their work, hobbies and family. Let them know visuals are great, but not required, humour is always good, and keep it under five minutes. Talk to the

President to get them on the agenda a week or two ahead of time.

* Bring a guest to a club meeting.

Ideally, we want them to bring a guest they think might be interested in Rotary, within six months.

Thank you!

*Please keep track of your mentee’s progress. When they have completed everything, let the President and Secretary know so they can acknowledge the completion of the Mentoring Process.*

*Being a mentor is an important role, thank you for your participation!!*