

Rotary Club of Oakville-Trafalgar Mentorship Guidelines

Over the next **6 months**, the Mentor and new member will work together on a personalized orientation program which will help the new member obtain more information about the Club and its projects, general Club expectations, and about the members in particular.

Expectations for the Mentor

- stand with new member and the official greeter at the door as people arrive so as to meet as many members as possible
- ensure that the new member, in the first few weeks and then periodically, is asked to join your table at lunch and table intros are done
- explain Club activities such as the Fine Master role, 50:50 draw, monies collected for Foundation, the duty roster etc.
- ask the Fine Master or 50:50 seller to have the new member help collect the money
- orient the new member to the various jobs; encourage active participation.
- provide/obtain information on the Club's various Committees (their goals, current members, success of past projects & status of present and future ones). If the new member has not already been assigned to a Committee, this will assist in making an informed decision as to which Committee to join.
- introduce the new member to the Chair of the Committee the new member will be joining
- explain the major Club projects and possible involvement i.e. the VON Strawberry Social, the TV Auction, and others
- accompany the new member to one other Rotary Club, and show how a make-up is done
- provide guidance and support re the classification speech as required. Also confer with the Program Co-ordinator re possible dates so that the classification speech can occur within the first 6-8 months of induction
- if the new member misses 2 or more consecutive meetings, follow-up with a phone call to the new member
- ensure that the new member has the latest copy of the members' directory
- assist with continuing education about Rotary in general, e.g. our Rotary district, the Rotary Foundation, Rotary International

To the New Member

Your mentor has volunteered for the mentorship assignment and brings a wealth of knowledge and fun to this assignment! No question is "too dumb". Tap into his/her Rotary knowledge base and years of service. Above all, have fun as you discover the world of Rotary!!

To the Mentor and New Member

During and after the mentorship period, please provide feedback to the President-elect or Chair of the Membership Committee so that we can continue to strengthen our Mentorship Program. We value your thoughts and suggestions.

Share some interesting aspects of your mentoring experience with the other members of the club with a short informal spiel during the meeting in order to encourage others to participate in the program.

"Service above Self"