

Mentoring - The New Member Process

This new member mentoring description consists of two parts. First is a description of mentoring. The second part is a list of tasks that we ask a new member to complete. These tasks are chosen to help the new member become acclimated.

Mentoring

Rotary International documentation provides the following description of the mentoring task:

As the assigned mentor for a new club member, you are the “welcoming handshake” of the entire club. Your time and support will help the new member feel comfortable in the club and with Rotary, and begin the learning process.

Your willingness to help a new member in this way will have outstanding benefits for both Rotarians. The average duration of the commitment as a mentor is a minimum of six months; the entire first year of membership is recommended as it will firmly establish the new member in Rotary. If you find you do not have the time required, please let the Membership Chair know as soon as possible so a new mentor can be assigned.

Responsibilities:

- Personally meet with the new member within the first two weeks of membership and develop a plan to complete the new member items on the mentoring guide. Introduce yourself as their mentor.
- Sit with the new member at club meetings on occasion.
- Introduce the new member to other club members.
- Monitor the new member’s attendance meetings. Encourage them to attend meetings to meet others and learn about the club. You may wish to call the new member the first month of membership to “meet” them at the meeting.
- Monitor the new members’ participation in the club. Invite them to attend committee meetings or club projects. Better yet, go with them to the next club work project or social event. Introduce them to other members at the event.
- Explain the various committees in the club. Ensure the new member is assigned to at least one service committee, as well as a task for a major club fundraiser.
- Make sure the new member knows about the duty roster. Please watch for when they are first assigned and remind them.
- Be available to answer questions and provide advice or guidance if asked. Schedule coffee with the new member after two months to see how he/she is feeling about Rotary and to discuss questions.
- Attend the new member induction and be ready to assume your mentor role that day.
- Report to the Membership Committee when the new member has completed the new member task list below.

These are the basic responsibilities of a mentor but there are many additional ways you can provide support to a new member.

Feel free to request a meeting with someone from the membership committee if you feel your new member needs extra guidance, or if you are having trouble with the mentoring or you would like to brag about the new member's progress under your mentorship.

New Member Task list

The first ten items should be completed by all new members.

1. Work the attendance table as a greeter or selling raffle tickets
2. Join a committee
3. Read the new member handbook and browse the websites
4. Attend an orientation meeting
5. Attend a board meeting
6. Attend a meeting at another club.
7. Read Rotary Basics
8. Read the club bylaws
9. Work on a project
10. Invite a guest to a meeting

Optional but suggested

1. Attend the District Assembly, District Foundation Seminar, or RLI
2. Do a five-minute classification talk when available
3. Post to our Facebook page
4. Suggest a speaker
5. Bring spouse, family members, or a friend to an event.