



**Rotary Club of Madison**  
**New Member Mentor**  
**Job Description**  
March, 2015

**Being a Rotary Mentor**

**Objective:**

To enhance the integration of new Rotarians into a Rotary Club of Madison by providing experience, consulting, coaching and personal support.

**Program Chair:**

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**Qualifications and Considerations:**

A mentor is an experienced Rotarian who has a thorough understanding and appreciation for Rotary. Mentors should have an understanding of Rotary, the Mentoring program and willing to attend Mentor training. It is recommended that the Mentor be someone different than the Sponsor. Being a mentor should be a fun job but is important to the acclimation of new Rotarians into our club.

**Length of Program:**

Approximately six months or completion of the Red Badge Program

**Guidelines:**

1. Weekly meetings is an excellent time to meet with your mentee. Mentors should introduce the new Rotarian ongoing until other members and the new member are familiar with each other.
2. Mentors need to proactively check with their Mentee answering questions and helping the new member better understand Rotary
3. Mentors needs to personally invite the new Rotarian to club events/functions. Review the club's and district's event calendars. Explain the reason and purpose of various events. Jointly attend and sit with the new Rotarian. Be positive about events and answer any questions after the event.
4. Make arrangements with Ray Freaney to be sure you Mentee is inducted into the club as soon as possible.
5. Mentors should teach the Mentee the basics of a "classification talk" and contact the speakers' chair to ensure the new Rotarian gives a classification talk in the first two months of membership

6. Mentors should introduce the Red Badge program to their Mentee's and help Mentees achieve the Red Badge activities.
7. Assist the new Rotarian to become aware of Rotary resources to learn about rotary. Examples include: District Training Assembly, Rotary Leadership Institute, District Conference, Club's Ebulletin, District InFlight newsletter, and Rotarian magazine, Rotary International website, etc.
8. Mentors should endeavor to develop a relationship with their mentees outside of rotary, i.e. Get together for coffee, drinks, lunch, etc.
9. Monitor club attendance, participation in projects, participation in educational programs, orientations, etc. and intervene if there are attendance issues...
10. Consider visiting another Rotary club meeting with your Mentee.
11. Consider attending a club board meeting with your Mentee.
12. Mentors needs to encourage the new Rotarian to become engaged in a committee or activity that is of interest to the new Rotarian...
13. Explain Every Rotarian Every Year (EREY) and how our club handles voluntary billing for support of The Rotary Foundation.
14. Mentors should communicate with the Chair of the new member Mentor program on the progress of the new member assimilation into the Club.

**Effect on End Result:**

The effects of a positive Mentor/Mentee relationship will be a new Rotarian who understands the principles of Rotary, is well introduced to the various aspects of the Rotary Club of Madison, has become involved on a committee, is attending meetings regularly and participating in club and district activities.