**Mentor Responsibilities for new members**

1. On the day of induction or shortly thereafter review the new member packet with the new member and go over all the elements of the packet. Make a point of providing committee information, website access, and the red badge or orientation requirements
2. Help new member to choose a regular committee assignment by determining areas of interest/time availability and connecting that person with the committee chair.
3. Assist with Rotary education by using the ABC’s of Rotary that should be provided to the new member in the new member packet.
4. Encourage the new member to attend the District Training Assembly and District Convention.
5. Work with the new member to complete the Red Badge or orientation requirements.
6. Be certain the new member feels welcome and engaged.
7. Personally invite the new member to attend a club social event and service project.
8. Be certain to add any needs particular to the club.

Mentor Criteria

Duties of a mentor involve helping a new member become a knowledgeable, active, integrated member of ( ) Rotary Club. The mentor is responsible for assisting the new member in completing the Red Badge program and to assist the new member in becoming a member of a committee that is appropriate for their service goals.

1. Must be willing to devote the time to the new member.
2. Must have been a Rotary member for a minimum of two years.
3. Must have attendance of at least 75%.
4. Must be involved in a minimum of one active committee.
5. Must be current with RI and club dues.
6. Must be a sustaining member.