



ROTARY CLUB OF: \_\_\_\_\_

# Mentor Plan

## Sample

### Role of the Mentor

Our club has two types of mentoring for new members:

- One-on-One Mentoring
- Group Mentoring

- Has a high level of knowledge, dedication and interest in the club and Rotary
  - Is willing and able to devote time and energy to help new member
    - Introduces the new member to the other club members
- Supplements the group mentoring by explaining all the roles of the club from social events to fund raisers
- Supplements the group mentoring by explaining the bigger picture of Rotary such as Foundation.
  - Ensures new member understands club rules and attendance requirements
    - Is there to answer questions and provide advice and guidance
- Gives the gift of time and guidance to a new Rotarian *The mentor is a resource for the new member, in addition to the new member's sponsor.*

### Role of the Mentor

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 items on the mentoring guide
- Sit with the new member to club meetings on occasion
- Introduce the new member to other club members
- Take the new member to make up meetings at two other clubs and demonstrate the process.
- 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 the major club fundraiser.
- Inform the new member about special meetings, such as the club auction, and special events.
- Monitor the new member's attendance and help them to understand about the process of make ups at another club or at an approved club activity. 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 why you.
- 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.
- Meet with the Membership Committee when the new member has completed the items on the mentoring guide
- Ensure the newsletter editor has a photo and biography on the new member for the next edition after induction
- Attend the new member induction and be ready to assume your mentor role that day.

These are the basic responsibilities of a mentor but there are many additional ways you can provide support to a new member. Take the new member to lunch to ensure they are enjoying the club. Pick up the new member and take them to the next club work project. Give the Sergeant at Arms with a funny story or other information to recognize or "fine" the new member, so they feel part of the weekly social aspect of the club. (no embarrassing stories please!)

A member of the Membership Committee will meet with you at least once during the first three months of this mentoring process. You can take the initiative and request this meeting if you feel your new member needs extra guidance or you would like to brag about the new member's progress under your mentorship.

# ROTARY CLUB OF: \_\_\_\_\_

## Mentoring Guide for New Members

Name \_\_\_\_\_

Date of Induction: \_\_\_\_\_

Mentor \_\_\_\_\_

### ***Welcome to our Rotary club!***

The members of the Rotary Club of \_\_\_\_\_ are pleased to welcome you into our club and help you explore the many exciting aspects of Rotary.

\_\_\_\_\_ will be your mentor, will guide you through the process becoming acquainted and involved with Rotary and our club, will answer your questions and help you become involved in providing service to others.

Completion of items listed below within the first six months of your membership will help you to create a vision for your own Rotary service.

- |  | Date Completed |
|--|----------------|
| 1. Attend new member orientation meeting   | _____          |
| 2. Read the New Member handbook and browse the Rotary websites _____ <ul style="list-style-type: none"><li>• _____ <i>Rotary Handbook</i></li><li>• <a href="http://www.rotarydistrict__.org">www.rotarydistrict__.org</a></li><li>• <a href="http://www.rotary.org">www.rotary.org</a></li><li>• <a href="http://www.ourROTARYclub.org">www.ourROTARYclub.org</a></li></ul> | _____          |
| 3. Attend one or more of the following club functions <ul style="list-style-type: none"><li>• Board of Directors Meeting</li><li>• Committee Meeting</li><li>• Fellowship Activity</li><li>• Other _____</li></ul>   | _____          |
| 4. Complete one or more of the following tasks <ul style="list-style-type: none"><li>• Serve as a greeter at a club meeting</li><li>• Introduce a guest speaker</li><li>• Thank a guest speaker</li><li>• Give a classification talk at a club meeting</li><li>• Participate in a club service project</li><li>• _____</li></ul>   | _____          |
| 5. Make up a meeting at another club<br>To replace a meeting missed or just to visit   | _____          |
| 6. Extend Rotary to others (complete at least one) <ul style="list-style-type: none"><li>• Invite a guest to Rotary</li><li>• Propose a new member</li></ul>   | _____          |

7. Experience the internationality of Rotary \_\_\_\_\_  
 (complete at least one)
- Host the Youth Exchange student for a meal or other activity
  - Host an outgoing, returning or visiting Group Study Exchange team member for a meal
  - Invite a business or professional non-Rotarian to apply for Group Study Exchange
8. Attend one or more district meetings (listed in priority) \_\_\_\_\_
- District Assembly (Date \_\_\_\_\_)
  - District Conference (Date \_\_\_\_\_)
  - District Foundation Seminar (Date \_\_\_\_\_)
  - Other District meeting \_\_\_\_\_
9. Choose a committee on which you would like to serve \_\_\_\_\_
10. Accept an assignment to serve on a club committee \_\_\_\_\_
11. Attend a least one meeting of this committee \_\_\_\_\_

**CLUB COMMITTEES**

- DOOR
  - a) Greet club members and take their payments, count the money the Sergeant at Arms collects and the 50-50 donations
- CLUB SERVICE
  - a) Special Events – help organize the social events for the club
  - b) Annual In-House Club Auction – help organize this event
- COMMUNITY SERVICE
  - a) Work Parties – coordinate the hands-on work groups for the community projects
- INTERNATIONAL SERVICE
  - a) Group Study Exchange – promote this within the club and community
  - b) Exchange Student – help with the committee for interviewing outgoing students, hosting incoming students and events for the student
  - c) World Community Service – participate in some aspects of the club’s international project club
- VOCATIONAL SERVICE
  - a) Professions Shadow Day– help with the planning and organizing of this annual event
  - b) Interact – work with the students at \_\_\_\_\_ school
- WEBSITE
  - a) Collect committee reports or interesting facts that would interest other club members for the website. Work with the web coordinator
- BULLETIN
  - a) Club Newsletter – work with the editor to write or produce the weekly publication
- PROGRAMS
  - a) Contribute ideas for speakers for weekly meetings.
- MINI RYLA
 

Participate in organizing this four-day program for young people held in February.

- Major Fundraiser  
Serve on one of the sub-committees to plan and implement this major fund raising event that allows the club to fund projects within the community. All members sell tickets and all members also take on another job to make the event a success.

## **GROUP MENTORING**

Bringing several new members into the club at one time offers a unique mentoring opportunity. Group mentoring sessions cover the areas of education that would normally be carried out on a one-to-one basis. There are a variety of options on how to conduct them. The first step is to get as many members of the club as possible involved as mentors.

Hold a half to one-day workshop to help club members better understand and feel ready to help with the mentoring process. This workshop can cover the following:

1. Basic Mentoring
  - a. The difference between a sponsor and a mentor
  - b. The type of contact necessary for one-to-one mentoring
  - c. The commitment expected of a new Rotarian (time/engagement)
  - d. The commitment of the club to the new Rotarian
  - e. The commitment of the club to the Mentor
2. Education Topics
  - a. Roles of the club president and board, club committees and the history of the club
  - b. The Rotary Foundation –how it operates, programs and activities contributions support and Every Rotarian Every Year. Provide information on Ambassadorial scholars, Group Study Exchange, grants and Polio Plus, in addition to specific projects of the club related to these areas.
  - c. The Rotary District and opportunities for Rotarians to contribute their time and leadership skills beyond the club level.

You may want to ask for the help and participation of the help of District leadership when holding a mentoring workshop. Your Governor, District Membership Chair, Assistant Governors and other district chairs are there to help your club succeed.

After you have held the workshop, you have a group of club members ready to participate in the mentoring sessions. Schedule a series of sessions over a six-month period with specific topics for each session.

You may choose a wine and cheese evening, called a Fireside at many clubs, to create a casual and friendly setting for your new club members and one to which they can bring their partners. You may decide on a morning breakfast session to catch the early birds before they head to the office. The time you pick should allow the largest number of new members to attend. You may find you offer more than one option.

Allow time at each of these sessions for new members to ask questions both about the subject covered and any other concern or specific interest they have about Rotary.

These group sessions are an excellent opportunity to:

- a) Conduct an informal satisfaction survey for the new members on their experience so far
- b) Ask the new Rotarians to invite others to join. Most new members are very enthusiastic about sharing their new experience with others. Remember to fully explain the process as they need to know what goes on ‘behind the scenes’.