

Best Practices For Mentors



The following are the recommended best practices for Club Mentors who are assigned to be the liaison with a new member of a Rotary Club. Best practice shows us that when new members are assigned a Mentor, they feel more welcome within a Club, they become more engaged and the Club has an improved opportunity to retain the individual as a Member.

New Member Mentorship Guidelines:

1. A mentor guides a new Rotarian to build a strong, long term relationship with their Rotary Club, the District and Rotary International, by helping the new member understand the philosophy, policies and procedures of Rotary at various levels.
2. The Mentor may be the person who sponsored the new member to membership – or a different member of the club as assigned by the Membership Chair prior to the new member’s induction.
3. The Mentor will maintain regular contact with the new member, for six months to one year, or as long as necessary, to probe interests, answer questions, and anticipate upcoming events and activities so that the new member is prepared to carry out his or her role as an effective and engaged member.
4. In addition, the Mentor will work with the new member to enrich their participation in, and strengthen, their contribution to Rotary in the following ways:
 - Provide the Welcome Kit and support the new member in reviewing these materials;
 - Guide the new member through New Member Checklist and its requirements. Accompany the new member to visit another club or any Rotary activities;
 - Support the new member in obtaining their ClubRunner and RI online accounts;
 - Frequently interact with the new member to build a strong person-to-person relationship;
 - Coach the new member in preparation for their Classification/Bio presentation;
 - Accompany the new member at club meetings and introduce them to other members;
 - Jointly review Rotary committees, helping the new member to understand the roles of various committees and determine the specific committees the new member would like to join. Introduce the new member to the chair of the committee of interest. Monitor to confirm that the relationship is successfully implemented; and
 - Ensure a “ceremonial congratulations” are publicly implemented at the Club when the new member has completed their New Member Checklist.

Tools to Support You as a Mentor

- Use the [Introducing New Members to Rotary: An Orientation Guide](#)
- Use the [Creating a Positive Experience for Prospective Members](#)
- [Rotarian Article: Mentor New Members](#)
- Help your new member sign up for [District 7090 New Member Orientation Program](#)
- District 7090 New Member On-Boarding Committee (Contact tamara@d7090.org)
- District 7090 Training Opportunities (RLI, CLT and Conferences)
- [Club Resources on District 7090 Website](#)
- [Membership Resources on District 7090 Website](#)