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## The Rotary Club of Pittsford

*Fullfillment. Friendship. Fun.*

# Mentoring

### **Objective**

Use the mentoring process to help achieve our club's motto of fulfillment, friendship, and fun for both new and current members.

### **Membership Chair Responsibilities**

1. Lead the club in defining a mentoring program
2. Sell the mentoring program to current club members
3. Identify mentor candidates and assigns mentor to each new member upon induction into the club.
4. Assembles the support materials required by the mentors and new members.
5. Provide an orientation regarding the mentoring process to new members and their mentors.
6. Conduct a follow-up with new members and mentors to assure good progress on the mentoring process for each new member.

### **Mentor Responsibilities**

1. The mentor learns a brief history about the new member that can be used to introduce the new member to other club members.
2. The mentor provides a brief history about himself with particular emphasis on his Rotary experiences.
3. For the first 6 months, the mentor personally welcomes his new member charge to each meeting, project, or social function they attend. The mentor either sits with the new member or makes sure the new member has been invited to sit with one or more current members.
4. Within the first 6 months, the mentor introduces the new member to every current member. (In order not to overwhelm the new member, limit introductions to a few people at each meeting)
5. The mentor encourages (but does not overly pressure) the new member to join in club activities.
6. The mentor educates the new member regarding the club and Rotary International.
7. The mentor by example demonstrates what it means to be a Rotarian

### **Mentoring Materials**

1. Club Organization Chart
2. Membership Pictures
3. Membership Check List
4. RI Materials (Covering those activities our club is involved in)