

## Mentor Guide

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As a Rotary Club of Salamanca mentor your role is to assist new members to feel welcome, included and informed about all aspects of the Club. This includes information about Rotary as an organisation and specifically the Rotary Club of Salamanca. All clubs differ, however the Rotary Club of Salamanca is proud of its reputation for being inclusive, effective, supportive and fun.

As a mentor your role is to assisting the new members navigate the varied aspects of being a Rotarian. As a mentor your ultimate aim is to provide the support for a new member to become a long-term member.

You do this by:

- Sharing knowledge about the club, projects, activities and Rotary in general
- Encouraging and supporting their involvement in club activities
- Ensuring they are introduced to members and supported at initial meetings
- Being a supportive friend, encourage them to stay on for coffee after the meeting to meet and network informally with other members
- Be present at their induction
- Share your Rotary story. Why did you join, and why do you stay?

### Check List

	Ensure the new member has a new members pack
	Take the new member through the meeting procedures, how to set up, how meetings run, steward duties etc.
	Invite the new member to attend the New Members Information Session
	Assist the new member to find a project area they can participate in
	Assist the new member to gain their Working with Vulnerable People Card
	Ensure the new member has access to MyRotary.org (new members resource page)
	Support the new member in creating a 5 minute thumb nail presentation after they are inducted and feel comfortable to present to the members
	Ensure the new member is familiar with club website, can access members contacts
	Ensure the new member is familiar with club Facebook page, weekly Bulletin
	Provide copy of the Members Roles/Club Structure and outline projects
	Explain how the duty roster operates