



## Executing the Program

*Below are the guidelines for setting up a Mentoring Program and a Mentoring Committee*

### **Mentor Interest Survey**

In the first quarter of each Toastmaster Calendar year (July –Sept), the VP of Education will give a Mentor Interest Survey to all members. As you add new members, include a copy of the Mentor Interest Survey in the New Member Packet. If you don't have a New Member Packet, the VP of Membership will be responsible for providing the new member survey at the time the new member joins.

Explain the importance of completing this form fully. This information is required so that the Mentoring Committee can appropriately match the member with a mentor.

### **Mentoring Committee**

This committee is designed to help the VP of Education with the mentoring program for their clubs. It is still the responsibility of the VPE to assign mentors. With the help of this committee, it will help ease some of the responsibility of this position.

The VP of Education will recruit members to be on the mentoring committee. These individuals should be passionate about mentoring. Keep this group small – remember the old saying of too many cooks in the kitchen!

The VP of Education will designate a member of the Mentoring Committee to be the Mentor/Mentee Liaison. This person will work with the President and the VP of Education to monitor the mentoring program. This person will also be the confidential go-between in the Mentor/mentee partnership. The Mentor/Mentee will compile a report for the President and the VPE of what is going on in the mentoring program. The report will consist of any issues, concerns, problems, or successes from the mentor/mentee relationships.

The VP of Education will discuss Mentor Interest Survey forms for both current members and new members with the Mentoring Committee and the Mentor/Mentee Liaison. All parties will then determine the correct pairings for the mentoring program.

Using the Mentor Interest Survey provided by the VP of Education, the mentoring committee will identify club members interested in being a mentor for new members or current members. Remember, being a mentor is one requirement for your Competent Leader and your Advanced Communicator Gold awards.

If you do not have enough experienced members to mentor your members, identify mentors from outside your club. Look to your neighboring clubs, your area director, and your division director for help getting more experienced mentors. Remember that NO CLUB IS AN ISLAND. Everyone needs a mentor.

### **Celebrating the Mentoring program**

Once the mentor/mentee pairing has been established, whether for a new member or a current member, the President should recognize both members during a club meeting. Introduce the mentor and the mentee to the club.

After the official conclusion of the mentoring relationship, the President or the VP of Education will award the Mentor their Mentoring Certificate and their Mentor Pin.

### **Monitoring the Mentoring Program**

Toastmasters considers the official end of the mentoring relationship with a new member to be when the mentee completes the first three projects in both the Competent Communicator and the Competent Leader manuals.

The mentoring relationship with a current member can be much more involved. It may be as long as the current manual they are working towards completing, i.e. Humorous Speaking. It will be up to the mentor/mentee on how long this relationship will last.

The Mentoring Committee will send out a survey at the end of the mentor/mentee relationship. The survey is designed to get feedback on your mentoring program. The survey should be sent to both the mentor and the mentee. The form should be kept confidential. Only the importance of the information of the form should be discussed, not who said what.

The Mentoring Committee should meet every three months to go over the program. This is the time to discuss any and all concerns you may be experiencing in your mentoring program. You may find that a pairing is not working, this is the time when you can change the pairing. Or you may find that a pairing went extremely well. You will definitely want to share this success with your club.

## ***The Process: Assigning a Mentor for New Club Members***

The VP of Membership will notify the VP of Education and the other club officers of new club member(s).

The VP of Education will then contact the new member within 72 hours. The VP of Education will send the new member at that time a Welcome letter and request the Mentor Interest Survey be returned back to the VP of Education as soon as possible. Make sure to give a reasonable time frame for completion.

The VP of Education forwards a copy of the survey to the Mentoring Committee. The Mentoring Committee then pairs a mentor with mentee. The Mentoring Committee notifies the Mentor of their assignment. The VP of Education notifies the Mentee who his/her mentor will be using the Mentee Assignment Form (1163B).

The Mentor contacts mentee within 72 hours of receiving a New Mentee Assignment Packet (see exhibit A) from the VP of Education and/or Mentoring Committee member.

The VP of Education forwards a copy of the Mentor/Mentee Liaison Notice to both the Mentor and the Mentee within 72 hours of assignment.

## ***The Process: Assigning a Mentor for Current Club Members***

The VP of Education and the Mentor/Mentee Liaison will contact all current members to get all Mentor Interest Surveys completed.

The VP of Education will then notify the Mentoring Committee that a current member is looking for a mentor.

The VP of Education contacts the member within 72 hours to review the specifics of what area the member is looking to improve as indicated on the Mentor Interest Survey (i.e., humorous speaking).

The VP of Education will then send an Acknowledgement Letter stating that the request for a mentor has been received and will soon be processed.

The VP of Education forwards a copy of the survey to the Mentoring Committee and the Mentor/Mentee Liaison.

The Mentoring Committee then pairs a mentor with the mentee. If no member within your club is able to be a mentor for a specific area, look to other clubs in your area, your area director, or your division director for help in finding a match. Remember that **NO CLUB IS AN ISLAND!**

The Mentoring Committee notifies the Mentor as to whom their new mentee will be.

The Mentor then contacts mentee within 72 hours of receiving a mentor assignment notification from the Mentoring Committee and/or Mentor/Mentee Liaison.

# ***Exhibit A***

## ***New Mentee Assignment Packet for the Mentor (supplied by the VP of Education)***

The following items are what we feel are important for the Mentor to have before you have your first meeting with your new mentee. Please feel free to add any items that your club feels are important to having a successful mentoring program.

Completed Mentor Interest Survey (1163A)

New Member Profile (1165)

Mentor Assignment Notice (1163C)

Copy of Ice Breaker from Competent Communicator Manual  
(if your club gives books out when new members join, you won't need this)

Copy of About Your Club (in the back of the Competent Communicator Manual)

Copy of Toastmaster Etiquette

Mentee Progress Report

List of Toastmaster Acronyms

Contact Information for the Mentor/Mentee Liaison

Suggested Meeting Objectives for the Mentoring Program