



Rotary Club of Essex, Vermont



"Service Above Self"

Mentor Guidelines

As a Mentor assigned to work with a new Member of Essex Rotary, please follow these guidelines to help our new Members become engaged in our Club:

It is very important that you work with them for at least the first 2 full Months of Membership:

First Month Responsibilities

1. Make sure our New Members are directed to our Essex Rotary Web site. It is important that they understand how to navigate through out the site to understand more about what we do, when we do it, and how we get it done.
 - Reinforce our Attendance guidelines.
 - Dues responsibilities
 - Introduce them to our various Fund Raising Events, Service projects.
 - How do they know when we have a Speaker, How do they know who is Scheduled with Greeter and Invocation duties, etc.
 - Introduce them to our Secured Area – (If you do not have the username and password, contact the webmaster or the club president).
 - New members must join one of our Charitable Project Committees. Introduce them to all Charitable Project Committees by referring them to our Organization Chart on our Essex Rotary Web site.

Second Month Responsibilities

1. Make sure that your new Member is officially signed up on a Charitable Project Committee; make sure their name shows up as a member of that Committee within the Organization Chart. If not contact our Web site Coordinator.
2. It's time to have the new Member understand the Service Above Self motto of Rotary
 - Answer any questions about our various Fund Raising Events and Service Projects in more detail, reinforcing our need for their assistance at these Events. How they get Attendance Credit for volunteering at Events.
 - Encourage them to consider joining any of our Fund Raising Events, or any of the other Committees within our Organization Chart.
 - Plant the seed, that in order for our Club to grow we will need their help to recruit new members to our club, show them where they can find the various tools with in our Web site for them to use to help any prospects they encounter.
 - Plant the seed, that in order for our Club to grow and prosper, we hope that they will consider working their way to becoming more involved by becoming a Board Member, Officer or eventual President of Essex Rotary.

Thank you for your commitment to helping our new Members become productive Members of Rotary.

Essex Rotary Board