



Zonta Club of Charles County

Member of Zonta International

Mentoring Program Mentor Checklist

As a Mentor for your Zonta Club of Charles County, we hope you will experience enhanced leadership skills, renewed growth and the satisfaction that you made a difference for a new member through your advice and support. This checklist will provide a beginning dialogue on specific topics and help you structure your mentoring activities.

Mentor: _____

New Member: _____

Call to arrange First Mentoring Session:

- Schedule a session before the August Social
 - Remind New Member to bring red New Member Packet
 - Date: _____ Time: _____
- Session Location: _____

First Mentoring Session:

- Get to know each other:
 - Discuss family, work responsibilities, hobbies and other community service experience.
 - Get a sense of where the individual might be best suited in the Club's activities.
- Explain your role as mentor
- Go over items in the New Member Packet and add following information:
 - Current copy of Club Newsletter & The Zontian
 - Club By-Laws and Policies
 - Club Member Roster or Directory
 - New Member Checklist
- Encourage New Member to ask questions, give suggestions and participate in all Club activities.
- Arrange to meet either before or after each Club meeting to update the Checklists and exchange information.

On-going Mentoring Sessions:

- Meet New Member at all meetings and regular Club events
- Introduce New Member to others in Club
- Sit with New Member and encourage questions
- Review New Member Checklist at each meeting
- Introduce New Member to specific Club chairpersons when interest is expressed
- Be listening for new ideas and suggestions from New Member
- Encourage New Member to attend 2 Club events, outside of regular meetings (e.g. Board meeting, service project, committee meeting)
- Always end session with expectation of meeting at next Club function or event
- Schedule at least 2 face-to-face meetings outside of Club event
 - o Date: _____ Time: _____
Session Location: _____
 - o Date: _____ Time: _____
Session Location: _____

Final Mentoring Session:

- Call to arrange final Mentoring Session in April or May
- Remind New Member to bring New Member Checklist
 - o Date: _____ Time: _____
Session Location: _____
- Final review of New Member Checklist
- Answer any remaining unanswered questions or “key words” from list
- New Member to choose committee or project to serve for next Zonta Year
 - o Committee or Project: _____
- Encourage New Member to call on you as a source of information
- Congratulate New Member on participating and completing Mentor Program

Certification of Completion:

I hereby certify that New Member _____ has successfully completed the Mentor Program and is prepared to be a productive member of Zonta of Charles County and Zonta International.

Signature of Mentor: _____

Signature of New Member: _____

Date of Completion: _____

(Return completed checklist to Club Membership Chair)