

Mentoring Program

The Zonta Club of Charles County's Mentoring Program is a personal development program pairing an experienced Zonta member with a new member to help familiarize the new member with the Club, organization, traditions, events, and projects. The purpose of the program is to help new members gain:

- A feeling of belonging and fellowship
- Awareness of Club activities
- A sense of responsibility to participate in activities, events and meetings
- An attitude of service to community
- A desire to advance the status of women

The Mentor's Responsibilities are to:

- Help the New Member feel welcome
- Meet and sit with the New Member at meetings and club events
- Introduce the New Member to others
- Provide one-on-one guidance at meetings, projects, and events
- Keep good communications with the New Member
- Assist New Member in completing New Member Checklist
- Complete Mentor Checklist

Mentoring opportunities will occur at club events and outside of the club's regular meetings and can be done in a variety of ways. Mentoring Pairs may meet for coffee, drinks, lunch or dinner. It may include cards, notes, emails and phone calls but a regular schedule of face-to-face meetings should be established.

Mentoring will benefit both the Mentor and the Mentee! Mentors will find excitement and a sense of renewal, gain satisfaction from sowing the seeds of leadership, and know they are helping to strengthen our club. Mentees will develop a true sense of belonging and be encouraged to participate. A strong club means a greater ability to meet our mission of improving the status of women in our community and around the world.

Opportunities for the current members to learn more about the Mentees will be provided at General Membership meetings through networking and introductions by the President. Each Mentee will be given a 2 minute time frame to talk about themselves and also an update on what they have learned the month prior. The 2 minute speeches will occur in September, October and November.



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 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: _____
 - o Session Location: _____
 - o Date: _____ Time: _____
 - o 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: _____
 - o 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)