



Member Care Manual
"Supporting the membership journey"

Appendix I
New Member Mentor Program
Guidelines



Appendix I NEW MEMBER MENTOR PROGRAM GUIDELINES

Following is an outline of recommended mentor activities in support of a new member. It is not meant to be exhaustive, but rather as a guide in developing your own club's mentor program.

1. Club meetings are an excellent time to meet with your new Rotarian.
 - a. Strive to introduce the new member to as many other club members as possible, and try to ensure that he or she is comfortable at the meetings.
 - b. Accompany the new member to several meetings and endeavor to have them seated with different Rotarians at each meeting.
2. Be proactive and regularly ask the new member if they need anything or have questions or concerns.
3. Personally invite the new member to club events and explain the reason and purpose for each. The Mentor should work/sit with the new member during such events and act as an informal host to the member and his or her family, initiate interactions with other members, and answer any questions after the event.
4. Promote Rotary education and attendance at District and International events , for example:
 - a. Rotary Leadership Institute (RLI) -- ensure the new member is aware of RLI and knows where to locate and register for upcoming RLI sessions.
 - b. District Training Assembly – encourage participation in DTA, regardless of whether the new member holds a club leadership position at the present time.
 - c. District Conference – encourage participation at District Conference, held annually at a location within the district.
 - d. International Convention – ensure the new member is aware of the purpose behind Rotary's annual international gathering and the opportunity it provides for expanding training, meeting Rotarians from around the world and hearing from Rotary's top leaders.
5. Monitor the new member's engagement in club meetings and activities and intervene as needed to ensure they are fully engaged.
6. Assist the new member with joining a committee by helping them to identify and join a committee of interest.

Following is a checklist of activities the new member should accomplish under the guidance of their mentor (some of which may have been completed during new member orientation):

1. Establish a MyRotary account
2. Establish a DACdb account and complete the member profile
3. Review Rotary's communication resources:



Member Care Manual

- a. Rotary District 7545 Website – rotarydistrict7545.org
 - b. Rotary District 7545 Video Channel on YouTube – Click on the Video Channel link provided in the District Website
 - c. District 7545 Facebook Page – Join “Rotary District 7545” on Facebook
 - d. Rotary Club Facebook Page – Join the Facebook page
 - e. Rotary International Website – Rotary.org
 - f. Rotary International “My Rotary” Website – my.rotary.org
7. Review the Rotary Learning Center and complete the following courses:
- a. Getting Started With the Learning Center (15 min)
 - b. Rotary Basics (15 min)
 - c. Rotary Foundation Basics (45 min)
 - d. Rotary’s Areas of Focus (30 min)
 - e. Rotary’s Action Plan (15 min)
 - f. Committing to Diversity, Equity and Inclusion (15 min)
8. Review the most recent edition of Rotary Magazine
9. Review the Club Constitution, bylaws and any other club governing documents (e.g., club operating procedures)
10. Attend a club Board meeting
11. Visit another Rotary club’s meeting if possible
12. Invite a guest to one of your club’s meetings
13. Present a vocational talk to your club
14. Participate in a club service project