

Mentor Assignment Notice

TOASTMASTERS
INTERNATIONAL®

Mentor _____ Date _____

Thank you for volunteering to serve as a mentor. The member listed below will be your mentee:

Name _____

Address _____

Cell No. _____

Telephone No. Day _____ Evening _____

Fax No. _____ E-mail _____

This person is a (check one)

☐ New member

☐ Experienced member who wants to develop the following special skill(s): _____

Please contact this person and review the responsibilities listed below to be sure you understand your role as mentor.

Responsibilities When Mentoring a New Member

At the first club meeting

1. **Sit with the new member.** Explain the various parts of the meeting, such as business session, Table Topics™, prepared speeches, and evaluations as they happen and answer any questions the mentee may have.
2. **Orient the new member to club customs and procedures.** If your club has special awards, events or other procedures, explain those to the mentee. Help the mentee become comfortable and a part of the club in any way you can.
3. **Explain how to sign up.** Ask the vice president education to schedule the mentee's Ice Breaker speech as soon as possible, then encourage the mentee to serve on a club committee. Also advise the mentee what to do and whom to contact if he or she is scheduled to fill a meeting role but is unable to attend the meeting.
4. **Help with the Ice Breaker.** Many experienced Toastmasters still consider the first speech to be the most difficult. This is because new members are not only uncomfortable speaking before a group, they are also speaking before relative strangers. Your assistance can help the mentee overcome any fears and start off well. Discuss speech ideas with the mentee and offer suggestions for organization if necessary. Listen to the mentee practice the speech and offer feedback.

At the second meeting within the next month

1. **Make the mentee aware of resources.** If your club has a library, show it to the mentee. Point out material in the *Toastmaster* magazine and *TIPS*. Also discuss district conferences. Explain the roles of club officers and the information they can provide.
2. **Provide positive feedback.** The first few weeks of membership are critical. Mentees must feel they are already benefiting from the Toastmasters experience. Compliment them on their progress.
3. **Explain responsibilities.** Membership requires more than just giving speeches and receiving evaluations. It also means a commitment to helping the club and its members be successful. Review "A Toastmaster's Promise" (Item 402) with the mentee.

Mentee Assignment Notice

TOASTMASTERS
INTERNATIONAL®

Mentee _____ Date _____

Congratulations! Your mentor is:

Name _____

Address _____

Cell No. _____

Telephone No. Day _____ Evening _____

Fax No. _____ E-mail _____

If you are a new member, this person will help you become familiar with club meetings and roles of meeting participants and will help you with your first few speeches. If you are an experienced member, this person will help you develop the special skills in which you are interested.

To receive maximum benefit from this relationship, it is important that you be ...

- ▶ **Eager to learn.** You must be willing to take on new challenges.
- ▶ **Receptive.** You must be open to feedback, viewing it as an opportunity to improve.
- ▶ **Open to new ideas.** You should be able to see things from other perspectives.
- ▶ **Loyal.** You should be able to keep confidences.
- ▶ **Grateful.** Your mentor is volunteering his or her time to help you achieve your goals and be successful. Be appreciative.