How to Be a Mentor

We continually talk about mentoring and the benefits it provides, but what does Mentoring really mean? Do you know? The following guidelines are provided for you to begin a mentor-mentee relationship that will encourage and develop strong members as well as dedicated new leaders.

Mentoring is an invaluable service we offer our new members and successors in the American Legion Auxiliary. Mentoring includes teaching, counseling, listening and advising in order to encourage the success of those members who are less experienced in the ways of the Auxiliary.

A mentor is a knowledgeable person who is willing to give her time to explain the policies and procedures of Auxiliary programs, provide encouragement and guidance, and is enthusiastic about teaching others. She is patient and understands that a new member or a member taking on a new role may be hesitant and unsure about her role in the Auxiliary.

How do you mentor a new member or a member wishing to become active in the unit?

- Sit with the member during meetings, get to know her, and explain acronyms as they are used during the meeting.
- Offer to carpool to meetings, if feasible.
- Introduce her to other members, particularly committee chairmen of any committees in which she has an interest.
- Encourage her participation in unit activities.
- Answer any questions she may have about procedures.
- Answer any questions she may have about programming.
- Follow up with a phone call or letter if she misses a meeting. Let her know that she was missed and send her any handouts or notes from the meeting.
- Stay in touch. Call her and send cards for occasions such as a birthday, get well, etc.
- Socialize with her.
- Invite her to attend district meetings and department workshops.

How do you mentor a member for a leadership position?

- Offer advice about the position and the things you wish you would have known as a beginner.
- Provide materials and resources that can help her transition into an officer role.
- Allow the member to take ownership of her position and use her own ideas.
- Support the decisions she makes as a leader.
- Assure her that she may call upon you for advice anytime.

Above all, share what you know and be a resource to her.

<u>You</u> could be the reason she renews her membership!

BE SURE TO SHARE YOUR MENTORING RESULTS WITH THIS CHAIRMAN !!!!