



## HOW TO MENTOR A NEW MEMBER

### Unit Past President Parley Responsibilities

- Offer to escort a new member to your meeting.
- Introduce the new member to the president and other members in attendance. Ask the member to share a little about themselves. The information could be helpful in determining in which committee the member may have the greatest interest. Have each attendee introduce themselves.
- As each program report is given, request that the chairman explain the purpose of the program and how the unit supports it. Explain the duties of the officers, the chairmen and the committee members.
- Help maintain a positive attitude and assist in avoiding controversy during the meeting. Interject some occasional humor to help make the meeting fun.
- A prospective member is more likely to join if they feel they are joining an organization that is fun and whose activities support the community. All members will be more willing to attend meetings and assist with activities if the meetings are short and interesting. Remind the members to try new ideas without criticism if they fail. Suggest trying something else. Help keep the meeting moving toward a positive conclusion.
- Evaluate your new member's capabilities. If you feel they are ready to participate, ask them which of the programs holds their interest. Discourage naming a new member as an officer or a chairman, but instead suggest they be given the opportunity of working on a committee with an experienced chairman. Let them know you are willing to mentor them and assist by answering their questions. Remember to praise their efforts.
- Past presidents should advise when asked, but preferably not serve as a chairman. Chairmanships should be held by other members so they may learn the programs and become good unit leaders who may develop an interest in moving into district, county or department positions.
- As a past president, you may wish to promote Mentor of the Year award. You may take the lead in recommending a member to submit for an award. Develop a fundraising activity for donations to the nursing scholarship program.
- Continue to support new and current members through your ongoing leadership!