

## MENTOR COORDINATOR RESPONSIBILITIES

The Mentor Coordinator Program is designed to provide mentoring and coaching to existing members who may be struggling with their memberships in one or more areas and also to assist new members to acclimate themselves to BNI with the goal of maximizing their memberships as quickly as possible. Often, the President will delegate to the Mentor Coordinator the responsibility to conduct the New Member Orientation.

Mentoring relationships should be established for a period of at least three months, but no more than six months. If a mentoring relationship is not working, do not hesitate to review the assignment and make changes as necessary.

1. Establish a relationship with the Membership Committee to solicit information on each member in your chapter based on their overall participation for the previous six-month term. Look for *referrals passed, referrals received, visitors brought, visitors brought that joined, one-to-one activity, attendance (including leaving early and arriving late), use of substitutes, volunteerism in the chapter (on leadership, a committee, or job the chapter needs done), and attitude*. Consider any issues that arose in the previous six months and the current status of those issues. This may be accomplished by:
  - A. Having a conversation with the former Mentor Coordinator (MC) regarding any insight they have to members' strengths/weaknesses. Also ask to review any notes he/she may have in his/her files. Make note of any members on probation.
  - B. Meeting with the previous VP to review PALMS Reports from the previous six months. This will provide you with *valuable insight* and a *graphic profile* of where each member stands on the measurable participation scale.
2. **REVIEW** with your new Leadership Team your assessment of issues that need to be addressed based on the problem areas noted in the previous six-month period and how they wish to target those issues. Share the insight and profiles you have built on each member, so everyone is on the same page. This meeting should occur soon after taking office.

Meet with your VP, each month during your term, to review the stats and total participation of all chapter members. Note any dramatic changes (good or less than good). Tweak mentoring partnerships if necessary.

The initial meeting to review stats would occur during the LAST WEEK of your FIRST MONTH of service and continue at the end of each month of your term.
3. **MIX AND MATCH** members into partnering relationships that benefit both seasoned and brand new members, productive members and members that are struggling. The goals of these teams are threefold:
  - A. To raise the level of productivity of each member and to ensure that members get all the information and education they deserve.
  - B. To increase the value as well as the level of profitability of a member's membership.
  - C. To raise the bar in the chapter as a whole and meet the overall goals of the leadership team.

Guide these teams into success by using of the following

methods:

1. *Orientation Session* at the beginning of the mentoring team relationships (Orientation Guide follows).
  2. *Monthly check-in* with Mentor's and Mentee's should provide you with an update that should coincide with the review of the stats and overall participation profile that you will build on each member each month.
  3. *Revise* and tweak partnerships as necessary to ensure success of Mentors and Mentees.
4. **FOLLOW THROUGH** --Remind Mentors and Mentee's at the 90-day and 5 month marks to complete their Mentoring Review Forms and to give them to you for review, and also to create a history for your successor. Share this information with the Membership Committee and VP so they may consider the progress of struggling members and take remedial action as necessary.