

# Stevens Point Elks Lodge #641

## New Member Mentoring Program

### Intent and Outline of the Program

#### **INTENT OF THIS DOCUMENT**

This document presents the “Mentoring Program” which is intended to facilitate the engagement and involvement of newly initiated members in Elkdom and the activities of the Lodge.

On far too many occasions, we initiate new members but rarely see them get engaged in the Lodge and its activities. As we all know, the reward one gets as an Elk and the good that one does for the community comes about by ones' active involvement in the activities of the Lodge. Such involvement may also lead a member to undertake greater roles and responsibilities within Elkdom – to the betterment of himself and the organization as a whole.

This document presents three things:

1. The objectives of the Mentoring Program – including how the success of the program should be measured.
2. The structure of the Mentoring Program.
3. The roles and responsibilities of the Mentors.

#### **OBJECTIVES OF A MENTORING PROGRAM**

Clearly, the primary objective of a Mentoring Program is the engagement and involvement of newly initiated members in Elkdom and in Lodge activities. It is not unusual for newly initiated members to be unaware of the tenets of Elkdom, what the various Lodge activities are, whether they are permitted to be involved in those Lodge activities, whether their involvement would be welcome, what their involvement would entail or how to become involved.

Clearly, then, the primary objectives of the program are:

1. To ensure that the new member is informed and educated with regard to Elkdom in general and to the activities the Lodge in particular, what the activities entail, when they occur, how they are structured, who runs them, how they relate to Grand Lodge and Elkdom, and what their overall intent is.
2. To ensure that the new member is aware that their participation in these events is permitted AND ENCOURAGED, what that engagement would entail, and what sort of time or effort commitment that engagement would mean.
3. To introduce the new member to the Activity Chairman to facilitate and foster the

new member's further education and potential engagement in activities for which they may show an interest.

It is clearly important that the new member not feel overly coerced or intimidated, but openly given the information, the opportunity and a strong encouragement by their mentor to get involved in Lodge activities that may be to their interest.

In establishing any Lodge program it is important to be able to measure its success in order to know if refinements are needed or if the program should be expanded in some way or, if not producing, discontinued. The Mentoring Program should be assessed annually based on the following criteria:

1. The percentage of newly initiated members that have become actively engaged in one or more Lodge activities. Given our past experience, almost any positive result would be encouraging, but a success rate of 25% should be a baseline. That is, 25% of newly initiated members over an annual period become active in one or more Lodge activities.
2. Feedback from involved mentors with regard to how well they felt the program went; what suggestions for improvements they may have; what additional support they feel they need; what obstacles or barriers they encountered and what they did to overcome them.
3. Feedback from involved new members with regard to how they felt about the program, whether it helped them and what more they would like to see in the program.

An exhaustive assessment of the program should be conducted annually and a report made to the Exalted Ruler and at the April Lodge Management meeting.

## **STRUCTURE OF A MENTORING PROGRAM**

The following outlines the structure of the New Member Mentoring Program:

The program will operate under the auspices of and be administered by the Past Exalted Rulers Association (hereinafter referred to as the "PERs".) Specific responsibility for the New Member Mentoring Program will rest with the President of the PER Association.

The PERs would be responsible for:

1. Establishing a pool or corps of mentors from the ranks of the Past Exalted Rulers.
2. Providing mentor training and documentation to allow them to fulfill the objectives of the program.
3. Assigning newly initiated members to mentors (PERs).
4. Providing assistance to mentors by acting as a resource to respond to questions from the mentor or the new member with regard to Elkdom and Lodge activities.
5. Follow-up at least on a monthly basis with all assigned mentors, review their

activities with the assigned new member(s) and document reported activities.

The PERs should meet periodically to address issues, make assignments, review mentor reported activity, determine if feedback or advice to mentors is needed and take appropriate action.

As mentioned above an exhaustive assessment of the program should be conducted annually and a report made by the President of the PER Association to the Exalted Ruler and the Lodge at the April Lodge Management meeting.

## **ROLES AND RESPONSIBILITIES OF MENTORS**

The Past Exalted Rulers (PERs) of the Lodge will constitute the pool of potential mentors. As mentors, PERs are expected to possess the following attributes:

1. Be active in the Lodge – or willing to become more active.
2. Be experienced Elks.
3. Be knowledgeable – or willing to become more knowledgeable – regarding Elkdom, its objectives and tenets, in order to be able to educate new members.
4. Be knowledgeable – or willing to become more knowledgeable – regarding Lodge rules (such as House Committee Rules) and Elk statutes in order to educate new members.
5. Be knowledgeable – or willing to become more knowledgeable – regarding Lodge activities.
6. Be desirous of engaging new members.
7. Have the time to devote to the program.

The PERs will assign mentors to newly initiated members. Once assigned, the mentors responsibilities are:

1. If necessary, to introduce himself to the new member and desirably to the new member's spouse and family.
2. Let the new member know that the mentor is his "first line" of help and information regarding anything Elkdom.
3. Begin and continue the process of informing the new member regarding Elkdom and the activities of the Lodge.
4. (Mandatory, as the mentor's and new member's schedule permits) Bring the new member to Lodge meetings, answer any questions the new member may have regarding the meetings and the rituals.
5. (Mandatory, as the mentor's and new member's schedule permits) host the new member and his spouse to an "introductory dinner" at the Lodge, introduce the new member to Lodge members and their spouses that may be present, make the new member and their spouse feel welcome and at home in the Lodge.
6. Explain each Lodge activity to the new member, provide the new member with documentation regarding Lodge events, host him at the activities that may occur and (obviously) encourage his engagement and involvement in the activities that the new member may show interest in.

7. Put the new member in contact with the various Lodge Activity Chairmen.
8. If the new member becomes involved in an activity, the mentor should be prepared (should the new member wish) to also become involved in that activity.
9. Provide feedback to the committee on interactions with the new member, particularly on any issues that arise or with which he needs assistance.

It is also crucially important that mentors provide feedback to the PERs with ideas that may help improve the program or obstacles that need to be addressed.

The relationship between a mentor and a new member is not expected to last more than one year.

If he should so desire, a mentor can mentor more than one new member at a time, given that they have the time to address such a commitment.