



NEW MEMBER MENTORING PROGRAM

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS GAINESVILLE CHAPTER

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The Gainesville Chapter New Member Mentoring Program is designed to welcome new members and define their role within the chapter. To aid in this process, new members will have an established chapter mentor to help them through the beginning of their membership. The mentor will be the new member's contact for any questions they may have about how the organization operates until the member feels comfortable with IAAP and chapter operations.

Key steps in the mentoring process:

1. An established chapter member will either volunteer or be appointed by the mentoring coordinator as a mentor to any new member.
2. The mentor will contact the new member via phone call or personal visit within two weeks of pairing a mentor with a new member. **Email is not an acceptable form of initial contact.**
3. During the first phone call or meeting the mentor should:
 - Obtain the member's preferred contact information and forward to the chapter directory chair.
 - Explain how the chapter operates and the importance of their participation.
 - Inform the new member about the materials available at the chapter site and make sure the new member receives important chapter materials not available online.
 - Inform the new member of the current and ongoing chapter projects as well as committee opportunities.
 - Invite the new member to the next chapter meeting, arrange for adjoining seating at the meeting, and introduce the new member to the chapter.
4. The mentor will contact the new member within two weeks after the first chapter dinner meeting to assess the new member's impression of the meeting and answer any additional questions.
5. The mentor is expected to contact the new member on a regular basis (preferably every two months) throughout the first year of membership, including a friendly note, meeting for lunch or via phone call. The mentor should prepare a brief email report to the mentoring coordinator at the following intervals:
 - After initial chapter meeting
 - At six months
 - At the end of the mentoring year
6. The mentoring coordinator will share reports and updates with the chapter board to assess the success of the mentoring program in keeping with the objectives of the chapter.

MENTORING BENEFITS EVERYONE!

- It is good for **new members** because it guides them on the road to becoming active participants in the chapter.
- It is good for the **mentor** because it is rewarding, keeps members involved and they often learn more from the different perspectives proffered by the new member.
- It benefits the **chapter** because it helps to retain members.