

## MENTORING HANDBOOK

November 5, 2014

The Class of 2013 were assigned mentors for the year.

I was assigned to Link Gwen. Contact was made with her and a meeting was set up. In the meantime, I put together a summary mentoring handbook to supplement her new member training notebook. We met, went through the handbook, answered questions, and exchanged contact information on how best to reach each other. She shared her handbook with another mentor who wanted a handbook for her mentee.

Once our president became aware of the handbook, she appointed me as the chair of the new members mentoring program. This committee was a subcommittee of the Membership Committee. All the mentors met and decided that all mentees should have a handbook. We discussed and made a list of what should be in the handbook. We also discussed the duties of the mentors. That each mentor should make contact with her mentee to answer any questions on a regular basis.

From there the handbook went into production. One of our mentor agreed to print the handbook for all mentees and mentors and one for the archives. The contents of the handbook included:

The title page included a picture of the mentor and mentee

- A greeting New Members letter
- Blank Note Sheets
- Speaking of Membership Poem and a Linkspiration “Let Love Abound” by Link Elaine McCollins Flake, National Chaplain at the time.
- Membership Directory
- Individual pictures of all members and alumnae members
- National Pledge and Song
- General Membership Information to include
  - National Assembly and Area Conference Attendance Periods
  - New Member (or transferring members) Mentor Program
  - Our Vision, Our Mission, Our Objectives, Our Core Values
  - The Basic Traditions
  - The Chapter Handbook
  - Organization Requirements
  - Chapter Structure and Governance
  - The Chapter Governance
  - The Central Area of The Links, Incorporated (Chapter List)
  - Expectations of an Effective Orientation Process
  - Is there a written policy relating to service hours
  - Frequently asked Questions
  - Chapter Officers, Facet and Committee Chairs

- South Bend Area (IN) Chapter Officers from 1990 through 2014
- Charter Members (1990)
- Website Instructions
- Approved Budget
- National Calendar
- Pictures of the Class of 2013 Mentors and Mentees
- Credits to the creator and printer of the Handbook

Mentors called, met with, and/or emailed their mentees to reinforce what they had learned during their orientation sessions.

The year ended with a Mentor/Mentee dinner at the Bonefish Grill on April 22, 2014. Fund was had by all attending. Family pictures were shared and friendships were further developed. A Congratulations! Class of 2013 card with their group picture was given to them along with a set of Links personal-made name cards and a DVD of Chapter Members Pictures were given to each mentee.

Comments from the mentees and mentors were very positive. Some were:

- Thanks. It was a great night! Thank you all for the work that you've done on the mentor/mentee project. The love that was put into it was evident? Thank You!
- Thank you so much for sharing!! I love to see pictures of my Link sisters while enjoying each other's company! This was a fun evening to be sure.
- I love it. Thanks for all you do for our Chapter, this event was well planned and implemented. I appreciate you.
- Links, so sorry that I had to miss this dinner. The pictures seems to capture an event that was filled with friendship and fellowship, and everyone looked great!

During the year, contact was made with the mentees, the handbook was provided to the mentees and at the end of the year, the mentors agreed to host a dinner for the mentees on April 22, 2014 at the Bonefish Grill.

It was a very worthwhile activity and the Committee recommended that this Mentoring Program continue in the future.

Link Imogene Harris, Chair  
 New Members Mentoring Program  
 2013-2014