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| **Mentoring**  **Helpful Hints** | af03_r_blk_rgb.JPG1_7208775_logo_black_rgb_jpg.JPG | |
| **Association Resource Center**  www.ymcarichmond.org | |
|  | | **2022** |

Joining a new board can feel at first as if you have joined a private club. While you are struggling to figure out where to sit and what to do, everyone else seems to know each other and have a shared history and vocabulary.

The purpose of mentoring is to help integrate and engage new board members from the very start of their service. Most successful mentorship programs are the ones that focus on the first few months and their first few meetings.

Being a mentor – best practices:

1. Participate in the orientation. Even if you do not have a formal role. You can help fill in the gaps, offer context when necessary and translate any acronyms or terms that are used.
2. Meet with the new board member BEFORE the first board meeting. Help them understand what to expect. This could include meeting flow, names of the officers and any practices that might be unique to the board.
3. Get to the first meeting ahead of the new board member to ensure you are the first friendly face they see. Save them a seat with you and work the room as you introduce them.
4. Intentionally set aside time on the first meeting agenda to provide a formal but informative introduction. You should paraphrase their bio and include one thing that was not learned in the bio.
5. Serve as a coach during the meeting -quietly answer anything that may seem ambiguous.
6. Follow up between meetings – ask for clarifying questions.
7. If a meeting is missed follow up and provide detail of what was missed. This sends a signal that attendance is important.
8. Check in regarding committee work/assignments. Volunteers report feeling the most engaged when working on a project.
9. As a mentor circle back with the board chair and CEO as to how the new board member is doing and any other information that you believe pertinent to offer.