

Guidelines on Mentor/Mentee Relationship Walpole Chapter

MENTOR

The role of the Mentor is completely voluntary. Those willing to become a Mentor must make the Membership Committee aware. It is up to the discretion of the Management Committee whether a person is accepted and allocated as a Mentor. The Membership Committee will recommend the Mentor to a new member. Where possible the Mentor will be introduced at the Induction or as soon after as possible.

Responsibilities:

- To be the first person the Mentee has a 1-2-1 with
- To ensure the Mentee is booked (via BNI Head Office) onto the Orientation Workshop within a month of joining the Walpole Chapter
- To ensure the Mentee attends all key training sessions within 6 months of joining Walpole Chapter and thereafter at regular intervals
- To support the Mentee with any questions they may have about BNI or Walpole Chapter
- To encourage the Mentee to have appropriate literature eg. business cards, flyers etc.
- To assist the Mentee in developing effective 1 minute, 4 minute, 10 minute presentations eg. memory hook and personal profile
- To ensure the Mentee is aware of the substitute programme
- Generally help the Mentee to bring along referrals and visitors
- To meet with the Mentee on a regular agreed basis (suggested 1 in 3 weeks)
- To make the Mentee aware of the marketing opportunities available in BNI eg. BNI website/webring
- To help the Mentee put their details onto the BNI website/webring
- To enable the Mentee to make the most of their membership with BNI

Duration:

The Mentor will support the Mentee for 3 months and thereafter longer as mutual agreement.

MENTEE

The role of the Mentee is to maximise the resources available to them and to develop their own position within the Walpole Chapter.

Responsibilities:

- To have a 1-2-1 with their Mentor as soon as possible after joining the Walpole Chapter
- To attend the Orientation Workshop within a month of joining the Walpole Chapter
- To attend all key training sessions within 6 months of joining the Walpole Chapter
- To be open to the support of the Mentor
- To meet with the Mentor on a regular agreed basis (suggested 1 in 3 weeks)
- To work with the Mentor to ensure the Code of Ethics is followed
- To work with the Mentor to be an active and contributing member of the Walpole Chapter
- To work together with other chapter members to grow the Walpole Chapter
- To make the most of marketing opportunities with BNI
- To ensure the most is made of membership with BNI

Duration

The mentee will be supported by the mentor for a minimum of 3 months.