



Zonta Club of Denver

Member of Zonta International

MENTORING GUIDELINES

Role of a mentor:

- help your mentee learn Zonta basics
- introduce your mentee to other members
- create a friendship with a new member
- develop in your mentee a love of Zonta

Zonta International is a global organization
of executives and professionals working together
to advance the status of women worldwide
through service and advocacy
www.zonta-denver.org

Expectations:

- contact your mentee within 2 weeks after accepting the assignment and try to arrange a meeting (coffee or lunch, e.g.)
 - recognize that all members are busy with career and family
 - e-mail is suggested, to give the mentee time to consider your offer without feeling pressured
 - at the meeting –
 - explain the role of a mentor
 - share your Zonta experiences (preferably positive ones!)
 - point out information that is provided in the club directory
 - offer to answer any questions about Zonta, then or in the future
- stay in touch by e-mail or phone and meet for lunch or coffee from time to time if the mentee is receptive to that
- at club functions, greet and introduce your mentee to other members

Other ideas:

- call your mentee and invite her to join you at a committee meeting or other Zonta event you will attend
- call your mentee to ask if she will be able to attend the monthly club meeting
- introduce your mentee to one other club member at each event you both attend –
 - make basic introductions
 - tell each member a little about the other, especially in regard to shared interests
- encourage your mentee to attend with you at least one of the Amelia Earhart Area 3 dinner meeting, District Conference and Area 3 Meeting
- make a note of and send your mentee a birthday card
- attend a New Zee meeting with your mentee
- learn about your mentee's interests and guide the mentee to club activities and/or members that fit with those interests