



VP Mentorship

The VP Mentorship is responsible for the morale and engagement of new members in the club. The VP Mentorship oversees the onboarding of new members and is responsible for leading mentors in the club to support their mentees.

Arrive by: 5:50 PM

Before the meeting

- Arrive at least 10 minutes before the meeting,
- Check on new members to make sure that they are ready for the meeting and know how to perform their roles,
- Check on new or inexperienced speakers to make sure that they are prepared and feeling confident.

Break

- Follow up with new or inexperienced speakers and those with new roles. Find out how they feel about their performance, and encourage them if necessary.

After the meeting

- Check the attendance records easy-speak. If any members have missed three consecutive meetings, then follow up with their mentor. If the mentor does not know the reason for the absence, the mentor must follow up with the member.

Weekly Tasks

1. Oversee the Onboarding of New Members and review the Onboarding Checklist weekly

- The Onboarding Checklist is used to:
 - 1) Make sure that all new members are getting the same positive experience when they join Speak with Style.
 - 2) Communicate to other mentors and executives how each new member is doing. As the last item on the checklist is for the mentor to keep regular contact with the mentee, all new members should be fully onboarded after three months.
- As the VP Mentorship, it is your responsibility to review the onboarding checklist weekly and confirm that members are moving through the onboarding steps on schedule.
- Follow up with any mentors or executives who are not fulfilling their onboarding tasks. If a mentor or executive cannot complete a task, they must make a comment (by right-clicking on the cell) to explain to you and the other executives why the task cannot be completed (e.g. the new member has been on vacation for two months or the new member's mentor left the club). No cells on the spreadsheet should be left blank.
- You also have items to check off on the Onboarding Checklist. Check them as you do them, to help yourself remember what you've done and still need to do.

2. Send out the Welcome Email to new members

- The VP Mentorship's Welcome Email is used to
 - 1) Establish yourself as the #1 point-of-contact for new members when they first enter the club, and until they have been paired with a mentor. (You can think of yourself as an intermediary mentor.)
 - 2) Pump up the new member about having just joined Speak with Style.
 - 3) Talk about the membership program and mention some benefits of having a mentor. Sell it to them!

- 4) Explain the Ice Breaker speech and give them some tips to start thinking of ideas.
- 5) Ask them *why* they joined the club. This will help you suggest an appropriate mentor.
- 6) Tell them to join our Facebook group.
- You will be CC'd on the VP of Education's email to the new member. You can get the email of the new member here. Wait a couple days to send them *your* email, so as not to overwhelm them.
- If you have just been elected as VP Mentorship, make sure to update the email with your information. And feel free to tweak it or even rewrite it. This is your email now!
- The VP Mentorship's Welcome email is also a great platform to communicate other information to new members. SWS is a club that is constantly evolving, and we are always striving to improve the experience for new members. Keep your ears open during executive meetings for anything else (e.g. new programs, documents, or initiatives) that would be useful to include in your Welcome Email.

3. Pair new members with mentors and send Mentorship emails to make it official

- A Speak with Style mentor fulfills a lot of functions, such as:
 - Helping the mentee prepare for new roles
 - Helping the mentee prepare for speeches (by reviewing their speech beforehand and giving feedback and/or giving the mentee an opportunity to practise the speech)
 - Making sure the mentee feels comfortable and welcome at Speak with Style, especially during the onboarding of that new member (the first three months)
 - Pushing the mentee to do better and continually improve.
- It is your responsibility to pair new members with mentors ASAP. Once you have communicated with the new member, either in person or via email and have a sense of their goals and personality, you can start looking for a mentor to pair them with. Think about which available mentors (mentors who are open to taking on new mentees) would be a good fit for the new member. Do they have the skills that the new member is seeking? Do they have complimentary personalities? Reach out to a mentor you think would be a good fit and see if they are interested. You can then ask the new member if they agree that it would be a good fit. If both parties agree, you make it official by sending a Mentorship email. In this instance, you can think of yourself as a matchmaker.
- The Mentorship email is custom for each mentor and will
 - 1) reiterate the benefits of having a mentor,

- 2) introduce the specific mentor (with a short bio about him/her),
- 3) include a copy of the Mentor-Mentee handbook
- Once you have paired a new member with a mentor, you must update the Mentor Chart on easy-Speak. See photo below for more details.

1. Click on “View Mentors”

2. Click on red crayon to edit

Name	Joined Date	Wants Mentee?	Mentor
Alexandre Kor	19 Jun 19		Mathieu Choletto, CC CL
Aline Charles	09 Apr 19		Shiellah Quintos, ACB ALB
Anderson Avila EC3	17 Apr 18		Geoff Brown, CC
Andreanna Brown PM2	04 Dec 18		Geoff Brown, CC
Andrii Soroka	10 Apr 19		Geoff Brown, CC
Artem Ploujnikov, CC	28 Jan 14		Ricky Donato, CC ALB
Ayoub Lotfi	18 Nov 19		
Benoit Marinoff	24 Jan 19		Jy Nanda, ACG ALB
Charles Mon	23 Jun 19		Jy Nanda, ACG ALB
Christopher Zebo	27 Sep 19		Geoff Brown, CC
Coco Chen, ACS ALB	05 Feb 16		Shiellah Quintos, ACB ALB
Faradia Sanon	30 Nov 18		Coco Chen, ACS ALB
Fatim Keinde	03 Dec 19		
Frederic Nostrome	13 Aug 19		Benoit Marinoff
Geoff Brown, CC	10 Oct 16		Vitaly Terekhov, ACB CL
Guy Sully	08 Oct 19		Shiellah Quintos, ACB ALB
	26 Nov 19		

3. Assign mentor

4. Vet, recruit, inspire, and fire mentors

- One of your most important roles as VP Mentorship is to lead the mentors of Speak with Style. That means inspiring them to take on new mentees, and pushing them to push their current mentees.
- As members are continually coming (and sometimes going) at Speak with Style, you will also need to recruit new mentors. We don't currently have an official vetting process for mentors, but the person should be in good standing with the club, be an active member (i.e. present more often than not), and have a good personality for mentorship. Use your judgment.
- Sometimes mentors get busy with other commitments or move away from Montreal. In these instances, they usually step aside willingly to make room for a new mentor to take over their mentee. It is your responsibility to assign a new mentor to the member

that lost their mentor. If the mentee is an experienced member of the club, you should be more flexible and allow them more say in picking their new mentor. You don't want to pair an experienced mentor with someone they aren't happy with. Use your judgment.

Committees

- Morale Committee? TBD.



Rock Your Role!

- *Speak to new members and ask them about their experience and perception,*
- *Get to know our new members. Find out what their interests are and look for roles and projects that might interest them,*
- *Be a coach and a listener, lift the spirits of our members, and motivate them to continue pursuing their path.*