



## Mentoring

In any organization, successful women often reference at least one mentor who has fostered their professional or personal development. In Zonta, mentoring is a voluntary learning partnership between experienced club members (mentors) and new club members (mentees) for the purpose of sharing knowledge and information. Mentoring provides a club member with the opportunity for personal growth, with the focus on the specific needs of the mentee.

Mentoring leads to:

- A bond developing between mentor and mentee and from there with other club members.
- Exposure to new ideas and skills—both mentor to mentee and mentee to mentor.
- Better understanding of Zonta structure, club processes, Zonta language, projects and activities.
- Greater member retention as new people are quickly included and involved.
- Improved engagement and understanding of the club goals and mission.
- Greater participation in club activities.
- Increased participation in club leadership roles.

### Who are mentors?

Mentors will generally:

- Have been a member of Zonta for a number of years.
- Have good interpersonal skills.
- Be prepared to give time and share their knowledge.
- Be a good “fit” for the mentee’s interests, age, work profile, etc.

### What does mentoring involve?



## **Expectations of mentors**

Time needed with a mentee will vary but should continue for up to a year until they are comfortable and have some experience of Zonta meetings and expectations. When it is no longer formally needed, the friendship forged is likely to last and the relationship to endure.

### **Be in touch.**

- Through face-to-face/telephone/virtual platforms as soon as possible and then regularly make time to talk after that.
- Discuss upcoming events by sharing their relevance and worth to Zonta, remind about important dates, offer to jointly attend inter-club or inter-district events and offer friendly support. The key is supporting a new member to be successful and feel connected to Zonta.

### **Create a relationship.**

- Identify the mentee's needs and wants and be a sounding board for ideas and questions.
- Share your own experiences, as appropriate; maintain confidentiality and build trust and respect.

### **Build confidence.**

- Encourage participation in club activities and projects, committee work, visits to other clubs, area meetings, conferences etc.
- This may require some coaching through the specific details of how to organize an activity or project.

### **Challenge and motivate.**

- Provide the conditions that stimulate the mentee to have the "*burn to learn, the craving to continue.*" (Harry Truman)
- Provide encouragement and feedback as the mentee becomes more engaged.

## **Expectations of Mentees**

### **Be in touch.**

- Accept the support offered by the mentor and make time to talk.
- When in doubt, ask questions.

### **Create a relationship.**

- Know that 'no question is a foolish question' and ask for information, help and advice when required.
- Maintain confidentiality and offer trust and respect.

### **Build confidence.**

- Share thoughts and feelings with the mentor and, if necessary, seek support when taking on any new activity or project.
- Visit the Zonta website for more information on specific concerns.

### **Challenge and motivate.**

- Take the initiative to deepen the relationship and be responsible for your own development.

### **The club board is tasked with ensuring that the:**

- Club members are appraised of the mentoring program and understand its value.
- Potential mentors have suitable training and guidelines are provided.
- New members are matched with a mentor.

- Mentees know what the expectations are for both mentors and mentees.
- Mentors and mentees have opportunities to share what is working or not working and to make changes as necessary.
- Club mentoring program is regularly appraised for effectiveness through mentor and mentee feedback. Any suggestions are evaluated and, if necessary, program changes are made.

### **Mentors for those seeking club leadership roles**

- The club board may offer a mentor to members who have accepted or are considering taking on a leadership role within the club e.g., committee chair, board member or executive role.
- In addition to the above criteria, these mentors will generally also have had appropriate leadership experience within Zonta.
- It may be appropriate for a club president to seek a mentor outside their club. An approach made to the area director may facilitate finding a suitable mentor from another Zonta club who has had experience as a club president.

### **Mentors for those seeking leadership roles on district board or district committees**

- District boards encourage Zontians who are considering taking on a district leadership role or who have recently been appointed to such a position, to seek a mentor.
- If requested, the district board will source a willing mentor who has had appropriate experience.

### **Tools for Mentors**

Reference Zonta Leadership Program - Mentoring and Coaching Members module

### **Mentoring Checklist**

<b>Have you talked about?</b>	<b>Yes/No</b>
Financial responsibilities such as dues, dinner and activity costs, internal fundraisers, club and/or area/district events.	
Is the new member connected to Zonta International (i.e., getting <i>The Zontian</i> magazine, registered on ZI website, and knows how to use the tools provided)?	
Club committees – what is the purpose, which ones to join, etc.	
Club members – who are they; what do they ‘do’ within the club and in their professional/personal lives?	
Service projects and fundraising events: Which ones does the club support and what is the expectation and/or participation?	
Brief overview of Zonta International’s activities and relationship to club.	
Summary of club/area/district structure.	
Attendance at inter-city events, district workshops, conferences and/or Zonta International Convention.	
Resources available such as manuals, newsletters, etc.	
Protocol and an understanding of the culture (the way things work) of the club, including parliamentary guidelines.	

## **How to use Zonta Leadership Development tools to enhance the mentoring program**

**Tools:** Reference the online modules from the core competencies resources and the Leadership Development Program webinars, which can be worked through with the mentee. This could change some of the checklist items to be more specific.

It is suggested that generic questions be discussed after viewing the module, which can enhance the experience and help to ensure the information is relevant and resonates with the mentee.

### **Key questions to ask after viewing modules:**

- What has been your own experience on this topic?
- How does that compare with others you know?
- What was the most significant learning from this module (these modules)?
- Now that you know this, how does it affect your participation in Zonta?
- What is one thing you would share with other Zontians after viewing the program?