

## **HOW TO MENTOR A NEW MEMBER**

### **Committee:**

Past Presidents Parley

### **Contact Information for Questions:**

pastpresidentsparley@ALAforVeterans.org

### **Unit Past President Parley Responsibilities**

- Offer to escort a new member to your meeting.
- Introduce her to the president as well as other members in attendance. Ask her to share a little about herself. The information could be helpful in determining in which committee she may have the greatest interest. Have each attendee introduce herself.
- As each program report is given, request that the chairman explain the purpose of the program and how the unit supports it. Explain the duties of the officers, the chairmen and the committee members.
- Help maintain a positive attitude and assist in avoiding controversy during the meeting. Interject some occasional humor to help make the meeting fun.
- A prospective member is more likely to join if she feels she is joining an organization that is fun and whose activities support the community. All members will be more willing to attend meetings and assist with activities if the meetings are short and interesting. Remind the members to try new ideas without criticism if they fail. Suggest trying something else. Help keep the meeting moving toward a positive conclusion.
- Evaluate your new member's capabilities. If you feel she is ready to participate, ask her which of the programs holds her greatest interest. Discourage naming a new member as an officer or a chairman, but instead suggest she be given the opportunity of working on a committee with an experienced chairman. Let her know you are willing to mentor her and assist by answering her questions. Remember to praise her efforts.
- Past presidents should advise when asked, but preferably not serve as a chairman. Chairmanships should be held by other members so they may learn the programs and become good unit leaders who may develop an interest in moving into district, county or department positions.
- As a past president, you may wish to promote the nomination of a Unit Member of the Year. You may take the lead in recommending servicewomen to submit for an award. Develop a fundraising activity for donations to the nursing scholarship program.
- Continue to support through your ongoing leadership!