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## MENTOR GUIDE

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Initiation is only the first step!

**2019-2020**  
**GRAND CHAPTER OF MICHIGAN**  
**MEMBERSHIP RETENTION**

# MENTORS ONBOARDING GUIDE

New members will need guidance throughout their Eastern Star experience. It is vital each new member have a sister or brother in Chapter who is assigned to guide them through their first year of active membership. As mentor, your job starts from the moment the petition has been approved and you are appointed. Mentoring new members should be more than just a call to remind them to come to their first meeting.



You should get to know them, and understand what motivated them to join. Touch base with them on a regular basis, outside of chapter meetings and be sure they are aware of and engaged in activities which might interest or inspire them. Your job is to be a true sister or brother, motivating them to create goals and supporting them while they are in pursuit of their own idea of success.

## **BEFORE NEW MEMBER INITIATION**

- Make sure practice is scheduled for ritual and proficiency work.
- Obtain email address and phone number from recommending member.
- Obtain or print copy of New Member Handbook.
- Call or email member to introduce yourself as his/her mentor.
- Give them the date and time of their scheduled initiation, along with expected arrival time.
- Discuss any possible concerns regarding childcare or work with candidate.
- Share information regarding dress code for initiation and any items they may need to bring on the night of Initiation and let them know who to meet and where when they arrive the night of initiation.
- Assist in planning refreshments, potluck, or dinner for Initiation night.
- Arrange for any welcoming items or events (door sign, welcome reception, etc.).



## **DURING THE FIRST 30 –60 DAYS**

Ensure that you have arranged for the best introduction of Eastern Star to your new member. Meet with them regularly to make sure they feel welcome, included and are aware of Chapter resources and events.

Topics include:

- Dress Code
- Chapter Newsletter/social media pages
- Upcoming Events
- Review New member profile
- Schedule casual, informal meetings throughout the first several months.

A good mentor offers  
directions and driving tips  
from the back seat. You still  
have to drive the car.

Michael Johnson

## **DURING THE FIRST SIX MONTHS TO ONE YEAR**

Regularly meet with new members:

- Set goals
- Review meeting protocols
- Give feedback
- Ask for feedback
- Discuss personal development opportunities
- Encourage your new member to get involved with the OES community. Suggest that they talk to other members about events, community service projects, and other activities and resources that are available and might be of interest.

# NEW MEMBER PROFILE

Please complete this form to tell us about you. Share only what you are comfortable with.

**NAME** \_\_\_\_\_

ANNIVERSARY (M/D/Y) \_\_\_\_\_

BIRTHDAY (M/D) \_\_\_\_\_

## FAVORITES

Beverage \_\_\_\_\_

Book/Author \_\_\_\_\_

Color \_\_\_\_\_

Food \_\_\_\_\_

Dessert \_\_\_\_\_

Hobby/Sport/Interest \_\_\_\_\_

Movie \_\_\_\_\_

Restaurant \_\_\_\_\_

Munchie \_\_\_\_\_

Sports \_\_\_\_\_

Musicians/Artist \_\_\_\_\_

Family \_\_\_\_\_

Hero \_\_\_\_\_

Pets \_\_\_\_\_

Collectables \_\_\_\_\_

Passionate about? \_\_\_\_\_

\_\_\_\_\_

What are your personal goals (community service, educational, travel, home-related, etc.)?

What type of recognition or praise do you like best (public, private, written, verbal)? What types of recognition have been most meaningful to you in the past?