



Mentor Role & Responsibilities

Role

To better support our large and growing membership, Dining for Women has 12 regions, each of which is managed by Regional Leaders (RLs) with the support of a team of volunteer leaders, including Mentors. By developing and maintaining unique, personal connections with Chapter Leaders, volunteer Mentors play an important role in chapter health and retention at the grassroots level of Dining for Women (DFW). Within each region, Mentors cultivate, nurture and inspire CLs by helping to launch new chapters and motivating existing chapters to stay engaged and active. Mentors report to the Regional Leaders.

Requirements

1. Current or past DFW Chapter Leader preferred, but not required.
2. Strong interpersonal skills; able and willing to work directly with and assist people interested in DFW.
3. Passionate about the mission of DFW and able to share that passion to inspire and motivate people to become and stay involved in DFW.
4. Strong organizational skills.
5. Basic knowledge/experience with computer software, such as Word and Excel, as well as Internet sites and tools.
6. Effective verbal and written communication skills.
7. Willing/able to commit to at least two years as a Mentor.

Key Responsibilities

1. Support the launch of new chapters.
2. Develop and maintain personal connections with CLs.
3. Assess and monitor chapter health.
4. Work with CLs to help improve chapter health and sustainability.
5. Report chapter status and information to RL.
6. Participate on regional leader team, and assist RL as needed.

1. Support the Launch of New Chapters

- Support individuals interested in starting a new chapter, including:
 - Conduct introductory meeting/call to confirm the person's interest in starting a new chapter and educate them about the new chapter start-up process and the roles and expectations of a CL.
 - Ensure new CLs have completed the online CL training, signed the Statement of Mutual Commitment, and paid the registration fee.
 - Complete the new chapter start-up checklist and support new CLs in organizing their first meetings.
 - Attend new chapters' first meetings either in person or virtually (Skype, FaceTime, Google Hangout, etc.), whenever possible.
 - Follow up with CL after first meeting to thank CL, ensure donations have been sent in correctly, and provide support moving forward.

2. Develop and Maintain Personal Connections with Chapters

- Maintain regular, personal contact with chapters (as determined by the Chapter Health Assessment; minimum of 1-2 times per year) in order to monitor chapter health and inspire and motivate CLs to stay engaged and active.

3. Assess, Monitor & Improve Chapter Health & Sustainability

- Conduct annual Chapter Health Assessments in order to determine chapter health and to prioritize needs.
- Encourage chapters to have Co-Leaders and to share the workload of running the chapters.
- Encourage CLs and members to take on new or deeper roles within DFW (Mentor, RL, committee member).
- Identify faltering chapters and work with CLs to reinvigorate and retain them (e.g. share tips and best practices for attracting and welcoming new members, holding meetings and making them more vibrant and appropriate for membership, etc.).
- Encourage/assist CLs to do their own succession planning.
- Assist CLs with any challenge or obstacle that may arise with meetings, members, etc.
- Assist RLs in recognizing and thanking chapters and CLs (i.e. chapter anniversaries and milestones).
- Respond to questions or requests from CLs or, when necessary, refer to RL.
- Visit chapters in person, where distance permits, or virtually by Skype, FaceTime, etc. as needed.

4. Participate on Regional Leadership Team

- Report chapter status (active, inactive or pending), Chapter Leader changes and chapter “health” to RL on an ongoing basis.
- Assist RL in establishing and implementing retention and growth strategies for the region.
- Promote annual appeal (13th Month Campaign) with CLs.
- Facilitate two-way communications between CLs and RLs/DFW home office by sharing information with CLs, providing feedback to RLs and home office, and notifying RLs of special events, PR opportunities and unique ideas identified by CLs.
- Assist in identifying potential new Mentors for consideration by the RL.
- Assist, when possible, in the identification of members who are potential major donors to support DFW’s mission.

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