

BNIEMBARCADERO

The Best Damn Chapter. Anywhere.



BNI Embarcadero Guidelines for Mentor – Mentee Relationship

Rationale for Having a Mentor

To make a personal connection with a successful member with the goals of:

- 1) Quickly “learning the ropes” of BNI Embarcadero.
- 2) Becoming a strong contributor to the group, defined as someone who becomes an active networker, gives qualified referrals, and participates in the larger group.
- 3) Knowing that your mentee, on the day of his/her induction, will have already met with a Primary Mentor, and will have received a New Member Information Package.

Selecting a Mentor

- The first week that a new member joins, she/he is asked by the Mentor Coordinator (Kay Heatherly, 415-922-1664, kay@kayheatherly.com) if they have a preference for someone they’d like to serve as their mentor.
- If not, the Mentor Coordinator will consult with the Membership committee for the most appropriate pairing.
- Appropriate mentors include potential power partners or those who’ve been members for a few years. If the new member has a good friend already in the chapter, that is not a recommended good match up due to the potential of avoiding making new contacts.
- When a pairing is made, it will be posted on the BNI Embarcadero Website; a New Member Packet will be emailed to both parties.

Recommended Procedures for Mentors

- The Mentor commitment is for one month (longer if mutually agreed upon.) Thereafter, check in with each other by email and/or telephone every week or so. Both parties are mutually accountable for seeing that this happens.
- At the weekly meeting, take a moment to show the new member how to fill out all the BNI forms such as referral slips, Closed Business slips and the Go for the Gold book.

- Meet in person (have a “dance card”) with new mentee within the first week or two after being assigned.
 - Share the new member packet with them as a point to begin discussion.
 - Ensure that they attend the MSP and inform them that they are eligible to give their 7-minute presentation only after they’ve attended the MSP. **BNI Embarcadero will pay your \$25 MSP fee; speak to the Chapter Treasurer to ensure payment.**
 - Encourage them to schedule dance cards with many other members and bring guests often.
 - Review the absence policy with them: Per BNI Rules, they can only miss 3 meetings per term without a substitute; being late or leaving early counts as a 1/2-absence.
 - Ask them what they need from you and be available to answer questions.
 - Help the Mentee discover power partners and strategize about which power group to enter.
- Provide constructive feedback on their 30-second ‘infomercial’ to maximize the new member’s positive impact, including:
 - Volume of speaking
 - Legibility of message
 - Mannerisms that are helpful/not helpful
 - Impact of message
 - Varying the message, week to week, for maximum clarity of that person’s service offering.
- Pay attention to the referrals they’re giving and, if necessary, strategize about where to find and how to give great referrals.
- Notice whether they’re receiving any referrals and help them problem-solve if they are not receiving referrals.