

## Mentor Guidelines

Established June 2021

**Definition:** Mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a new, less experienced, or less knowledgeable person. The mentor may be older or younger than the person being mentored, but they must have a certain area of expertise.

A Mentor is someone who guides another to greater success. A teacher is an example of a mentor.

**A mentor should have a good knowledge of Eastern Star tenets, rules, regulations and procedures.**

### Why use Mentors in Eastern Star?

- Education of candidates and new members
- Attraction for new members into Eastern Star and Retention of those members.
- Increasing understanding of process, thereby increasing Morale and a sense of Belonging
- Increases Productivity and Performance
- Interest new and existing members in taking more ownership of Eastern Star

### **Key roles to the success of the Mentor-new member (Mentee) relationship.**

- Role 1: Consultant. This is the most obvious role for a **Mentor** to play.
  - Providing access to people, places, things within OES- networking
  - Resource and connection- -encourages sense of belonging to the entire group
- Role 2: Counselor. Communications is a two-way street for **Mentor/Mentee**.
  - Listen. Gain insights into background /experience of Mentee. Help them to establish their goals in the Organization.
  - Give feedback regarding activities in Eastern Star, guidance on rules and regulations to follow, and help them understand procedures.
  - Establish a fraternal trust. Foster the understanding of the Sisterhood and Brotherhood that is a partnership. Show consistent support.
- Role 3: Cheerleader. You are a Role model for Eastern Star.
  - Be encouraging, patient, responsible, committed, engaging at all times
  - Regular and frequent interaction may and will be required at first. Always be positive and encouraging in your approach.
  - Empowering the Mentee to find their own way through Eastern Star. Facilitate growth but do not clone another 'you'.

## **Mentoring Process**

- **Preparation through Active listening**
  - Contact your Mentee as soon as assigned to introduce yourself, give contact information, explain Mentoring relationship
  - Be available to listen to concerns and answer questions
  - Get to know Mentee background/experience
  - Ascertain reason for their membership – which may help to further evaluate goals
- **Identify current and long-term Goals**
  - Goals change as the Mentee learns more about the Organization.
  - Re-evaluate frequently; understand that it is not unusual to change goals as you learn more about the Order.
- **Negotiate a plan of action while building Fraternal Trust**
  - Instruct and develop capabilities, provide Instruction resources to review
  - Allow for time develop bond between each other
  - Respectfully provide feedback as needed, remembering there is a gentle way to critique rather than correct as one is 'learning the ropes'
- **Encourage and guide to enable Fraternal growth**
  - Provide educational opportunities throughout the fraternal groups
  - Encourage participation in activities geared toward Mentee goals
- **Closure**
  - At end of 6-month period re-evaluate if there is a continued need

A mentor-new member relationship **should strive for a** 6-month period but be at least 3 months. There is no maximum. Some **mentoring** relationships can last a lifetime depending on the willingness of the two parties. It may only last for a short time if the new member's need has reached a specific goal.

Resources:

Geographic Information Science Certification Institute (GISci)

Mass Mentoring Partnership (Mentoring 101-Training the Trainer' Curriculum)

*The Art of Mentoring- The Ripple Effect* (Melissa Richardson)