



# Waseca Area United Way

P.O. Box 268 Waseca, Minnesota 56093

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"Give Once - For All . . The Unite Way"

## **MENTOR RESPONSIBILITIES**

### **SCOPE:**

It is the mentor's responsibility to ensure that the new member assigned to them understands their role on the Board, understands the material covered at the Board meetings, and encourages them to be an active participant in the Waseca Area United Way activities.

### **DUTIES:**

- Introduce new member to other Board members at their first meeting.
- Meet briefly with new member after first several meetings to answer their questions and encourage them to ask questions.
- Meeting with new member prior to their agency review to discuss the review process and examine the forms that must be completed. The best time to do this is shortly after the new member receives their agency folder at the April Board meeting.
- Follow up with new member occasionally to ensure they understand and are comfortable with the Board meetings and activities of the Waseca Area United Way.