



**Kin Canada**

Kinsmen • Kinettes • Kin

# **Mentoring Program**

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## INTRODUCTION

### To the Mentee:

Thank you for joining Kin Canada. We want you to maximize your membership in Kin Canada by learning about your responsibilities and building relationships within your club. This guide will help you and your mentor set goals, plan activities and track your progress as you join us on this journey of serving our communities greatest need.

Your mentor may be the Kin member who sponsored your membership or another experienced member within Kin Canada. Please work with them and have an open mind and giving spirit. If you do, you will be rewarded with a greater ability to serve your community's greatest need.

### To the Mentor:

Thank you for stepping up to help your fellow Kin member begin his or her journey with Kin Canada. By ensuring that our new members are well versed in the customs, traditions and business of Kin, we can better serve our communities. In doing so, you are assuring that your club continues to have quality members well prepared to take the lead in meeting the pressing needs of your community.

This guide will help you and your mentee set goals, plan activities and track his or her progress as they join us on the journey of serving our communities greatest need.

## WHAT IS MENTORING?



Mentoring is a relationship that meets a development need, benefiting all partners, mentor, mentee and the Association.

A mentor facilitates personal and professional growth in an individual by sharing the knowledge and insights that they have learned through the years.

In Kin Canada, mentors help mentees gain the basic knowledge and experience they need to serve effectively as members. As the mentee progresses along their journey with their mentor, more advanced knowledge and experiences will further develop them into successful members who will be better prepared to achieve their highest potential within Kin Canada.

### A Mentor

- ✓ Takes a personal interest in and helps an inexperienced member (Mentee)
- ✓ Serves as a coach, confidante and role model reflecting Kin Canada's stated values
- ✓ Offers knowledge, insight, perspective, and wisdom useful to the Mentee
- ✓ Helps someone become successful and learns new skills themselves

### Sponsor vs. Mentor

The Kin member who brings out a new member to the club is his or her sponsor but not automatically the mentor for the new Kin.

A sponsor attests that a Kin candidate reflects our stated values and is morally, socially and financially responsible and who will become an active member.

Mentors actively help grow the members and are experienced KIN who have served in various capacities in the club and Association. Mentors must be willing, capable and dedicated in the development of mentee's competence and engagement by providing direction, coaching and support to prepare that member for various roles at the club level and beyond.

### How to Apply

Mentors and Mentee's need to apply on the National Web site by filling out a short questionnaire found through this link at [www.kinCanada.ca/member-club-forms](http://www.kinCanada.ca/member-club-forms).

Through this process it gives Kin Canada's Club Support Committee and Club Support Coordinator a way to pair a mentor and mentee for the best compatibility. This is vital to make sure both parties' expectations and needs are being met to the highest standards.

Further questions should be directed to:

Lindsay King  
Club Support Coordinator  
[lking@kinCanada.ca](mailto:lking@kinCanada.ca)  
1-800-742-5546 ext. 212





## SUCCESSFUL MENTORING

We know that mentoring is already taking place on an informal basis within our clubs. Members with common goals or interests are likely to make contacts and form friendships that allow for an exchange of information and support.

**Ultimately, a good mentoring program will result in successful, engaged members leading strong and healthy clubs.**

Successful mentoring is all about:

- ✓ conversation
- ✓ sharing of knowledge, information and experiences
- ✓ learning from each other
- ✓ opening doors
- ✓ providing inspiration
- ✓ validating another's experience

The knowledge, goals and specific activities are only one part of a successful mentoring program. The most important elements of success will be the commitment and enthusiasm of the mentee and mentor. The following characteristics are also necessary:

### **Mutual Respect**

In the mentoring relationship, each participant has something to offer. Mentors have knowledge and wisdom based on years of experience. Mentees possess enthusiasm, a fresh outlook and a willingness to learn. Each must recognize the strengths and respect the differences of the other.

### **Trust**

Trust is essential in any successful relationship. Honesty, reliability, and consistency are ways to build trust.

### **Relationship Building**

All relationships require work. Communication is vital. Communicate clearly and frequently and address any issues without delay.

### **Be Realistic**

Mentors and Mentees must be realistic in their expectations about how much time and energy each can devote to the partnership. A professional approach will help to establish clear expectations and boundaries for the relationship.



## MENTORING - BENEFITS TO THE NEW MEMBER

Most new members join a club because they want to grow, learn, give back to their community and maybe have some fun. Making connections and improving business and leadership skills will help them advance in their career or offer them greater personal satisfaction. New members expect the club to meet these expectations.

With the aid of a mentor, new members will:

- ✓ Learn club and Kin Canada standards and customs
- ✓ Learn how to run projects, how to run a meeting and use the KIN Rules of Order and understand the various roles of officers
- ✓ Develop confidence
- ✓ Learn about what opportunities are available within Kin Canada and participate more

Mentors help new members become familiar with and enjoy the club, its members and activities. As a result, new members become more engaged, productive and fulfilled.

## MENTORING - BENEFITS TO CLUBS

Your club will benefit from a successful mentor program. If we want our clubs to be full of active, involved, satisfied members, starting a mentor program will help. However, a successful mentor program requires that members be committed to helping new members and one another.

Clubs that encourage members to mentor one another:

- ✓ Have more members.
- ✓ Turnover is reduced because members quickly become involved in the club and develop friendships
- ✓ Have more satisfied members: Members continue to learn, grow, and enjoy the club experience
- ✓ Retain more members: When members are satisfied, they stay in their clubs longer

## MENTORING - BENEFITS TO ASSOCIATION

All of this will allow the Association as a whole to deliver on the following:

### **Kin Motto**

Serving the Community's Greatest Need

### **Mission Statement**

Volunteers enriching Canadian Communities through Community Service, Leadership and Partnership

### **Vision**

Strong, Healthy and Engaged Canadian Communities

# KIN CANADA'S MENTORING PROGRAM



The purpose of Kin Canada's Mentoring Program is to help every member achieve the goal of better serving his or her community. Through a program of personal development members realize the potential that their skills and knowledge offer. The Mentoring Program prepares them for leadership in clubs, in the Association and in their personal lives.

## The Mentor

Mentors must be experienced and respected members of Kin who are able and willing to guide new members. The new member's sponsor, Club President and Membership Director should encourage them to join the Mentoring Program. By providing guidance to our new members, mentors strengthen the health of their clubs for years to come. In addition to assuring that the communities greatest need will be met, mentors also gain:

- ✓ Personal Development: Coaching and challenging mentees help sharpen mentors own leadership and interpersonal skills.
- ✓ Personal Renewal: Mentees bring new ideas, fresh insights and contagious enthusiasm and energy.
- ✓ Personal Fulfillment: Mentors are proud of helping a new member achieve high standards.
- ✓ Personal Satisfaction: Launching successful, engaged members leading strong and healthy clubs.

## Characteristics of a Mentor

### Available

You must have time to spend with a member – New members may require additional time until they become more familiar with the club and their role within it.

### Patient

People learn at varying speeds, and some need more guidance than others. You should be willing to provide whatever it takes to help the mentee.

### Sensitive

Tact and diplomacy are vital. As a mentor, always be careful to say and do things that will motivate and encourage the mentee. Be loyal and take care not to betray the mentees' confidences.

### Respectful

Everyone is different. A mentor respects the differences between themselves, the mentee, and others.

### Flexible

Not everything happens according to plan. You must adapt to various situations and accept that mentees may make decisions you do not agree with.

### Supportive

Show your pride in your club and what it has done – and can do – for members and your community.

### Knowledgeable

Before you can help someone else, you must be familiar with the club, its operations and the Association as a whole.

### Confident

You need to be self-assured and friendly.



## The Mentee

Every new member will take away something different from the program as well as bringing their unique assets to the program. To benefit fully from the program, the mentee should strive to:

- ✓ Have a strong desire to be part of the program
- ✓ Understand and be able to communicate goals and objectives with a mentor
- ✓ Take responsibility for meeting goals
- ✓ Be willing to accept both positive feedback and constructive criticism and be able to make adjustments when needed
- ✓ Be open to trying new things and taking chances

This program is designed to help every new club member become the best member he or she can. It assures that new members will, in a timely fashion, acquire the tools and experience needed to help lead their clubs in serving their communities greatest need. Personal benefits of participating may include:

### **Personal and Professional Networks**

Mentees develop valuable contacts within and outside their Kin clubs

### **Skills**

Mentees acquire knowledge and develop skills that are applicable within and outside their clubs

### **Growth**

Mentees receive both constructive criticism and positive reinforcement that provide learning and personal development

### **Motivation**

Mentees are aware that the Association is invested in their success

### **Advancement**

Successful mentees are better prepared to achieve their highest potential and enjoy a variety of roles at various levels within Kin Canada

## Mentor and Mentee

### **Building the Relationship**

Mentors and mentees alike look forward to a productive and rewarding mentoring experience. Building an open and enjoyable relationship of mutual respect will be your key to achieving this goal. Your ability to create and maintain a relationship will be a significant part of your success.

### **Staying Focused**

It is inevitable that you will get side-tracked or distracted by various developments during your time together.

Here are a few tips for what you can do at each meeting that may help you stay focused on your goal:

- ✓ Follow up on earlier commitments – what has been achieved, what challenges came up, how can they be addressed?
- ✓ Check on new developments in the mentee's life – do they present a new opportunity or a new challenge that needs to be addressed?
- ✓ Attend to anything that needs immediate attention, including a lack of motivation.
- ✓ Briefly go over your goals and milestones – are you still on target?
- ✓ Identify next steps, with deadlines and outcomes.
- ✓ Always take some time for small talk and catching up with each other.

# KIN CANADA MENTORSHIP PROGRAM PASSPORT



Ideally the goal should be to complete Part I & II in the mentee's first year and Part III by the completion of their second year.

## Part I - Knowledge of Kin Canada

As part of the traditional orientation, mentees should obtain:

Knowledge	Topic	Date Completed	Mentor Initials	Mentee Initials
<b>*Maple Leaf Award of Distinction</b>	<ul style="list-style-type: none"> <li>The mentee has been introduced to the Maple Leaf Award of Distinction and the timelines involved in earning it.</li> </ul>			
<b>Knowledge of Your Club</b>	<ul style="list-style-type: none"> <li>History</li> <li>Organizational structure</li> <li>Traditions</li> <li>Elections</li> <li>Awards</li> <li>Service and fund raising activities</li> <li>Membership</li> <li>Meetings</li> <li>Dues</li> <li>Budgets</li> <li>Communications</li> </ul>			
<b>Knowledge of your Zone</b>	<ul style="list-style-type: none"> <li>Organizational structure</li> <li>Convention</li> <li>Communications</li> </ul>			
<b>Knowledge of the District</b>	<ul style="list-style-type: none"> <li>Organizational structure</li> <li>Convention</li> <li>Communications</li> </ul>			
<b>Knowledge of Kin Canada National</b>	<ul style="list-style-type: none"> <li>History</li> <li>Origin of the name</li> <li>Logo</li> <li>Organizational structure</li> <li>General Operating By-laws</li> <li>National Convention</li> <li>Headquarters</li> <li>Leadership</li> <li>Service activities</li> <li>Membership development</li> <li>Communications</li> </ul>			

If you are attending a New Member Seminar, this could form part of the orientation for the new member.



## Part II – Experience

Mentees complete a series of activities aimed at helping members learn from each other, reach individual goals, grow in leadership skills and build stronger relationships that will lead to more vibrant clubs.

Activity	Topic	Date Completed	Mentor Initials	Mentee Initials
	Attend a club executive meeting			
	Be involved in club service or fundraising activity			
	Invite a friend to a meeting or club event			
	Visit one other club			
	Attend a Zone, FLC and/or District convention			

### After completion of Parts I and II, the Mentee should understand:

- ✓ What are your club's major service activities?
- ✓ How many people benefit from your club's services each year?
- ✓ What are your community's needs?
- ✓ How does your club meet those needs?
- ✓ What programs and projects is your club currently developing?
- ✓ What needs do your projects meet?

### \*Resource

#### Maple Leaf Award of Distinction (Tier 1: KIN Excellence Program)

Objectives:

- To encourage participation in club activities while becoming familiar with all aspects of the Association
- To stimulate self-development, improve communication and foster leadership skills within the first two years of being a Kin member

**(For more details see the Kin Canada Awards Program)**

## **PART III – Participate Mentee’s should participate on Club Committee**



### **Understand Your Committee Assignment**

- ✓ What is your committee assignment?
- ✓ What are your committee’s goals for the fiscal year (July 1 - June 30)?
- ✓ How often does your committee meet?
- ✓ What activities will your committee conduct this fiscal year (July 1 - June 30)?

### **Requirements for completion include:**

- ✓ Assume an active role in at least two (2) service activities
- ✓ Chair or co-chair a club committee for at least one year
- ✓ Develop a club service project or review and give a written assessment of an existing club service project
- ✓ Present project to your club’s leadership
- ✓ Attend a club executive meeting
- ✓ Attend a Zone, FLC, District or National convention
- ✓ Invite out at least one new member
- ✓ Consider running for an executive position

## Q & A



### 1. What is the purpose of the Mentoring Program?

The purpose of Kin Canada's Mentoring Program is to help every member achieve the goal of better serving his or her community. Through a program of personal development members realize the potential that their skills and knowledge offer. The Mentoring Program prepares them for leadership in clubs, in the Association and in their personal lives.

### 2. Who is a Mentor?

A mentor is an experienced member who helps another club member develop his or her knowledge and competence by completing specific tasks.

### 3. Who is a Mentee?

A mentee is any new member who wishes to enter into a partnership with a more experienced member for training and guidance to increase his or her enjoyment and ability to participate at the club level and beyond.

### 4. What is expected from a Mentor?

Mentors provide some or all of the following: knowledge, encouragement, support, honest opinions, candid information and advice, guidance, suggestions and assistance.

### 5. What is expected from a Mentee?

Mentees must demonstrate a desire to learn, be open-minded, responsibility for their own development, able to receive feedback and a willingness to try new things.

### 6. Must a Mentor be a member of the Mentee's Kin club?

Ideally, yes. Members of the same club will be best able to observe and measure a mentee's progress. From time-to-time, a member from other Clubs could fill this role. Most important is that a consistently helpful relationship exists between the mentor and the mentee.

### 7. Can a Kin member be a Mentor and a Mentee at the same time?

Yes. Kin members should be willing to grow and at any time.