

# Portland Executives Association

## New Member Mentor Responsibilities

New members of the association will be assigned a mentor for a period of six months. The primary role of the mentor is to assist the new member to participate in the development and maintenance of a stronger, more professional and productive association.

As the mentor of a new member, your role is vital to the successful introduction of the member. To the extent that he or she becomes an active participant with a clear understanding of the association and its purpose, all members will benefit. Thank you for assuming this important responsibility.

Here are the primary responsibilities of the mentor:

- **Coordinate with the office and the new member to assure a new member introduction occurs as soon as the schedule allows**
- Verify that the new member is attending the Leads committee meetings (minimum 25% attendance over first six months)
- Occasionally attend Leads committee meetings with the new member
- Assist the new member to understand the leads process; explain direct and group leads, emphasizing quality and timeliness
- Assist the new member to identify and develop a leads gathering and reporting process; explain diversification among members
- Accompany the new member, when possible, at Thursday lunch meetings and introduce him or her to other members
- Communicate the value and significance of these responsibilities:

Confidentiality of leads and association activities  
Weekly leads reporting (Fridays @ 10:00 a.m. cutoff)  
Appropriate dress code  
Attendance (excused/unexcused – office notification)  
Participation (lunch meetings, committee meetings)  
Timely payment of dues