

# BNMR Club Mentor Program

## Purpose:

The mentor program outlined in this document is designed to provide a new club member a supportive means of learning how the club functions, how the layout(s) are operated, and become a capable club member.

## Definitions:

**Program Manager:** Overall responsibility for the functioning of the program.

**Mentor:** Club members who volunteer to provide support and assist new club members.

**Mentee:** A new club member.

**Program goal:** Assist new members in becoming knowledgeable and capable club members.

## General discussion:

When people first join a club they may be shy or afraid to ask questions or they may not know who to ask questions of. Even the most seasoned model railroader will need to learn how the club functions and how the layouts are operated both technically and procedurally.

As the assigned mentor, you are the “welcoming handshake” for the entire club. Your time and support will help the new member feel comfortable in the club. You will provide the support and resources to put the new member on the path to becoming a knowledgeable and capable participant in club functions and operation of our model railroads.

Your job is not to teach a new member everything there is to know, but instead to act as a point of contact for the new member when questions arise.

Your job is to be that person the new member can trust to provide information in a supportive manner without judgment or criticism.

If the mentee asks a question and the mentor doesn’t know the answer, think of this as an opportunity for both persons to learn something! The club has members with many skill sets and knowledge levels. As a mentor, your job is to answer questions or find the person with the answer and share it with your mentee. Be sure the mentee knows who provided the answer.

If either the mentor or mentee feels the relationship between the two persons is not working, it is recommended the program manager be informed and re-assignments requested.

It is recommended, but not required, that the mentor and mentee model in the same scale.

## Responsibilities

### Program Manager:

- Has overall responsibility of implementing the mentor program.
- Assigns a volunteer member as a mentor for each new member.
- Monitors the new member’s progress towards becoming a capable club member.
- Monitors the mentor’s relationship with the mentee to ensure the program goals are being met.

### Mentor:

- Possesses the ability to answer questions and provide advice and guidance in a supportive and non-critical manner.

- Contacts the new member when assigned as his/her mentor. Ensures both persons have the other's contact information.
- Be available to answer questions and provide advice or guidance when asked.
- Introduces the new member to club officers and other club members.
- Ensures the new member receives a 'Welcome Aboard' booklet and explains the routine club meetings and special events.
- Gives the mentee a tour of the clubhouse to point out the various areas and their functions. Ensures he/she understands how to secure the clubhouse and what electrical equipment is to be turned off upon leaving for the day.
- Monitors the new member's attendance and helps him/her to understand the requirements of participation during the new member probation period.
- Ensures the newsletter editor is informed of the new member so he/she can be introduced in the next edition of the Flimsy. Verifies the mentee is receiving the newsletter.
- Works with the mentee when he/she first begins to operate on a club layout. Helps him/her understand how the layout functions and the protocols in place. Proper operation of equipment, such as the Geezer Gate, is of vital importance for new members.
- Keeps the program manager informed of the mentee progress and the mentor/mentee relationship.

Mentee:

- Maintains contact with his/her mentor.
- Attends club functions as required to meet probationary period requirements.
- Works to learn how the club is organized and functions.
- Works with his/her mentor and other club members to learn layout technical and procedural matters.
- Maintains NMRA membership and club operating fees current.
- Makes an honest attempt to become a capable club member.