

The Executives' Association Of San Francisco

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Mentorship Guidelines

Helpful suggestions for Mentors to assist new members to learn the traditions, protocols, and benefits of EASF membership.

2013-2017 Mentorship Committee

<u>Name</u>	<u>Email</u>	<u>Preferred Phone</u>
Alex Wen, Board Member	alex@kbadocusys.com	(415) 971-5331
Harvey Elam	helam@kenmark.com	(415) 397-3100
Grant Hundley	ghundley@emhh.com	(415) 777-5050
Michael Mustacchi	mm@mustacchi.com	(415) 640-8200
Bill Secor	bills@corneroffice.com	(415) 472-5531
Hugh Tuck	hugh@atlasheat.com	(650) 873-7000
Georgina Ritchie	Georgina.ritchie@cloud.com	(415)331-1373

Remember a Member First

The Mentorship Committee helps new members to learn about EASF membership primarily by sitting with them each week at lunch. New Members should be seated with a different Mentorship Committee Member (Mentor) each week during the New Member's first quarter of membership. This provides New Members with a more personalized introduction to the Association's traditions and history. It also provides a valuable opportunity to meet as many fellow members as possible during this time.

Helpful Hints for Mentors

- **New Member Booklet** should be given to New Members immediately after their membership has been approved. Mentors should review the New Member Booklet and encourage New Members to use it during their first quarter.
- **Attendance** is imperative during a New Member's first quarter. Mentors should contact New Members 24-48 hours in advance of a meeting to confirm attendance and ask the New Member to save a seat if the New Member arrives at lunch first.
- **Arrive Early** to greet New Members. Mentors should spend the time from 11:30AM to 12 noon introducing New Members to the rest of the membership.
- **Explain our traditions** including:
 - Weekly 50/50 raffle drawing
 - Attendance prize - fs \$10 Starbucks card
 - Door prize: *gift from the speaker*
 - Lead slip – **CONNECTABLE.BIZ** app for referrals, thank you's, \$ revenue
 - Open mic time: *60-90 second announcements before the meeting begins*
 - Introductions: *put a dollar in the hat, introduce yourself briefly*
 - Thank you's: *thank those who have given you leads or inquired each week*
 - The Hat Runner: *next week's speaker*
 - Regrets: *email the Executive Director if you can't attend*
 - Alternate Members: *an occasional fill-in for when a Member is unable to attend*
 - **INTRODUCTIONS TO POTENTIAL BUSINESS PARTNERS**
- **Explain guidelines for inviting guests** including the importance of notifying the Executive Director in advance and the cost involved.
- **Explain guidelines for inviting prospective members** including policies for number of complimentary meals, handling category overlap with existing members, and important sales tips for encouraging prospective members to apply.
- **Encourage New Members to join committees** to learn about the Association and get to know fellow members better.