

4. MENTORSHIP

Identifying and establishing mentorship relationships

Utilising the succession planning spreadsheet developed in module 3, identify which incoming volunteers require a formal mentorship arrangement between themselves and the current volunteer.

Each incoming volunteer should be paired with their relevant outgoing volunteer prior to the end of the season to aid in smooth transition and provide time for the incoming volunteer to learn key skills and responsibilities of the role.

Arrange Mentorship Induction Meetings between the incoming and outgoing volunteers.

getting started

HOW TO USE THIS GUIDE

While completing the modules this activity guide will prompt you to consolidate the knowledge you have learned and identify ways in which these strategies can be put into action at your club.

Upon completion of the module and this activity guide you will have tangible foundations and direction that can be implemented at your club.

Mentorship Relationship Induction

The incoming and outgoing volunteer should arrange a meeting between themselves and go through the Mentorship and Handover Checklist.

At this meeting, review the volunteer role description for the relevant role, if there is one in place.

If there is not a volunteer role description in place, developing one is a good exercise for the incoming and outgoing volunteers to collaborate on. This will help the incoming volunteer develop an appreciation for the role and responsibilities and set clear and realistic expectations.

With expectations established and a clear role description in place, the incoming volunteer should identify what aspects of the role they feel comfortable with and which aspects they will need to learn. This can be done by asking some simple questions:

1. What areas do you feel confident in undertaking?
2. What areas do you feel you need training in?
3. What aspects of this role are most important to club operations and are a priority to learn?

Identifying what learning is most important for the purpose of club operations will help prioritise and order the training schedule.

Use the Mentorship and Handover Template on the following page as a guide to support the Mentorship Relationship Induction.



MENTORSHIP & HANDOVER TEMPLATE

Mentee's name & contact details	
Mentor's name & contact details	
Start Date	
End Date	

MENTORSHIP/HANDOVER CHECKLIST

- ☐ Review/develop the relevant volunteer role description.
- ☐ Identify aspects of the role that incoming volunteer needs to familiarise themselves with (*schedule these in the table following*).
- ☐ Identify opportunities for the incoming volunteer to shadow the outgoing volunteer (*schedule these in the table following*).
- ☐ Handover access to role-specific email address (*if applicable*).
- ☐ Handover access to club digital document storage (*if applicable*).
- ☐ Review relevant club policies and procedures relevant to the role (*schedule these in the table following*).
- ☐ Update contact details for the role from outgoing to incoming volunteer on the club website and club publications as appropriate.
- ☐ Update club signatories for financial purposes, if applicable to the role.
- ☐ Notify members of the change in personnel via club communications, website, and social media.



MENTORSHIP GOALS

Required Actions/Learning/Goals/ Shadowing Opportunities	How important is this aspect of the role to the club? (High/Medium/Low)	Training Time/Date:

