

West Wolds U3A Mentoring Process

The aim of the mentoring process is to either help someone to set up a new group or someone who is new to running a group. When the committee is approached or we learn of a situation where help is required we will bring this to the attention of the Groups Coordinator who will then be responsible for managing the process to a successful outcome. The committee will be updated on progress as part of the Group Co-ordinators monthly report.

Once a mentor has been identified and assigned they will work under the guidance of the Groups Co-Ordinator. The role of the mentor is to assist with getting a new group established or helping a new organiser to take on the role. It is not intended that the mentor will be responsible for the organisation of the group and may not even join the group once it is up and running.

The mentor will be introduced to the Group Convenor by the Groups Coordinator (GC) who will produce a sign up sheet with details of the group. Once sufficient interest to run a group is obtained, the Mentor &/or GC will arrange the first meeting with the new Group Convenor. Assistance will be given to with finding an appropriate venue, suggest a meeting frequency/meeting fee etc.

The Mentor should attend the first 2-3 meetings to assist but once the group is established the mentor will withdraw their direct support. If further help is required during the groups infancy they should make themselves available by phone or email.

All groups should inform the Groups Co-ordinator if there is a change of circumstances e.g. change of organiser, change of meeting day/time or venue or the group is closing down.

