

# Mentor Responsibilities

Every new member is assigned a mentor to assist them in learning the routine practiced by our club, the definition and duties of each meeting role, and how best to achieve their personal TM goals, while enjoying the process. All experienced Toastmasters are expected to be available to serve as mentors if asked.

Mentor responsibilities are as follows:

1. Coach the new member through their first 3 speeches. Watch the schedule to see when your mentee is assigned to speak. Call or email them offering any assistance in preparing these speeches.
2. During this time, also watch the schedule to see when your mentee is assigned to other meeting roles. Call or email them offering assistance in reviewing how to fulfill these duties.

**Note:** When you have successfully fulfilled your role as a mentor, you might want to make note of who you assisted and when. This is a requirement to achieve your Advanced Communicator Gold.