

**Mentorship  
Leadership  
Succession  
Planning**

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- **We will start at the beginning (Where the leadership and succession journey begins)**

- **Recruitment**

- **Did you know that membership in Altrusa is by invitation only?**

- **We should be deliberate at the very beginning that a recruit understands what is expected as an Altrusan**

**Pre Orientation  
or  
Recruitment**

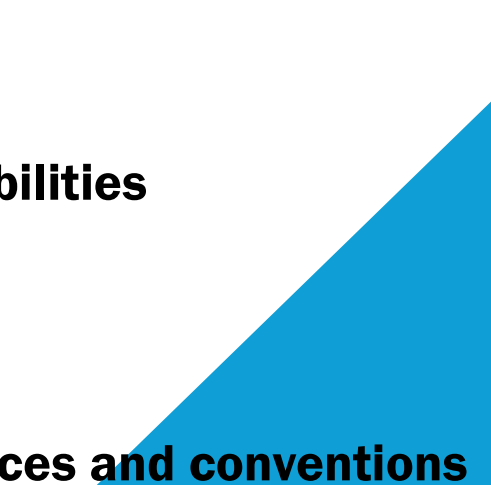
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- **Detail the responsibilities of membership**
- **Discuss the commitment and responsibilities that accompany Altrusa membership before asking them to join**

### **What are the responsibilities?**


- **“A member who freely shares knowledge, experience and talent in Altrusa finds the dimensions of life richly expanded. The rewards of Altrusa membership are derived from the open acceptance and practice of following membership responsibilities”**  
**(Excerpt from the Membership Group Page, 2016)**

## **Responsibilities of membership**

- **COMMIT: Commit to membership recruitment and retention**
  - **EDUCATE: Educate yourself – Know the bylaws and policies**
  - **BE: Be present and willing to serve**
  - **CHALLENGE: Challenge yourself to take on new responsibilities**
  - **BRING: Bring solutions for problems identified**
  - **ATTEND: Attend local, district and International conferences and conventions**
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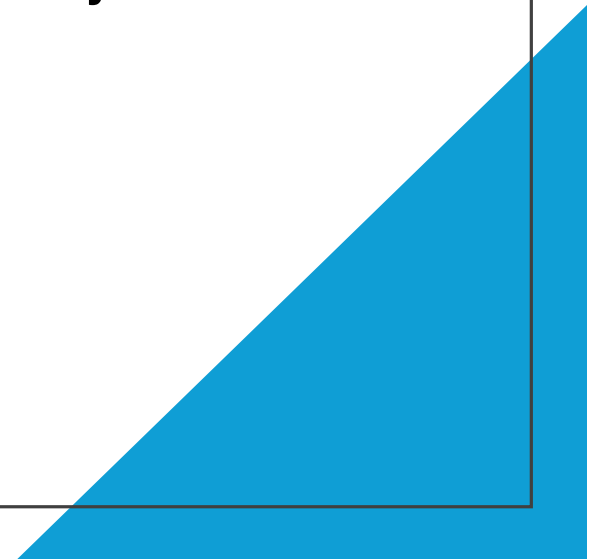
- **BE: Be a team player but also retain your Uniqueness**
- **SAY YES: Say yes when asked to serve on a committee**
- **MOTIVATE: Bring your enthusiasm and ideas “Think outside the box”**
- **DARE: Dare to get it wrong**
- **LAUGH: Don’t forget to laugh – OFTEN**
- **RECRUIT OTHERS: Be willing to talk about Altrusa wherever you go**

**From: Membership Recruitment BootCamp on International Website**

- **Prepare a fact sheet of important information, all members should be familiar with basic information about the local club, District and the International Association**
    - **Could include meeting dates and times**
    - **Dues, International, District, Local**
    - **Current and past projects**
    - **Altrusa is an International organization, main focus literacy**
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**The individual you met with wants to become an Altrusan, and the membership has been accepted.**

**What is next in the individual's Altrusa Journey?**

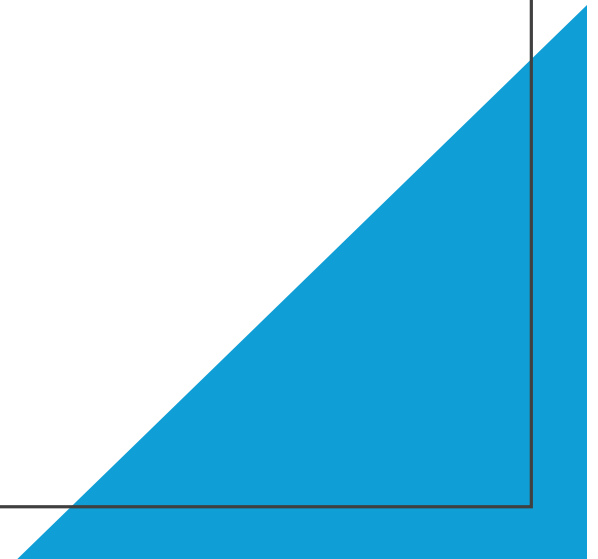


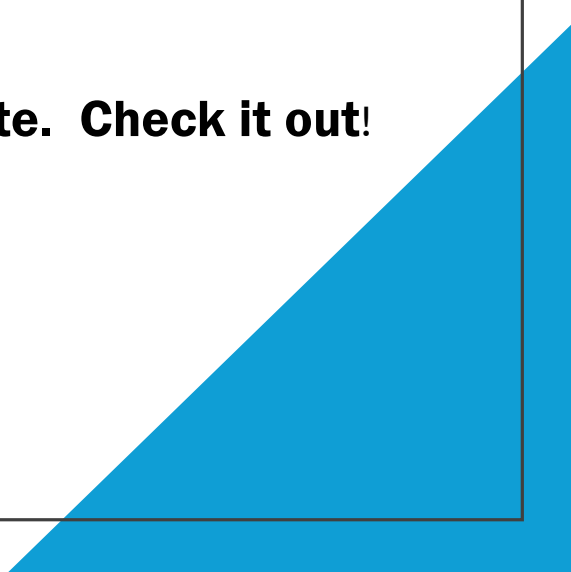


# Orientation

- **What should be included in Orientation?**


- **History of Altrusa**
- **International information**
- **District information**
- **Responsibilities – Financial, Service, Committee**
- **Local club activities**
- **Local club committees**
  - **Other committees**
- **Others?**




- **Do you do a re-orientation? Consider this a continuing education. All members will benefit from a re-orientation**
  - **Review and update your orientation materials periodically. Make sure it is accurate**
  - **International has New Member Orientation on its website. Check it out!**
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# Mentoring

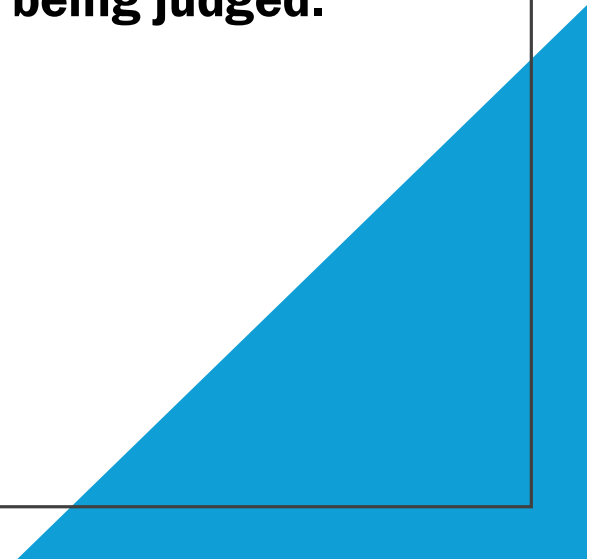
## **Goals of a Mentoring Program**

- **Develop to a better community through engaging new members and increasing the retention rate of current Altrusa members achieved through connections with members and the community**
  - **Help Altrusans develop the skills, knowledge, and confidence to pursue leadership opportunities in Altrusa**
  - **Create an environment that encourages Altrusans to accept leadership roles, knowing there is always someone there to discuss opportunities and challenges**
  - **Share experiences on how building leadership skills help in personal growth, both in the club and at work.**
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- **Assign a mentor**
  - **Do mentors know what their responsibility is?**
    - **A mentor should be an active member of the Club and knowledgeable about Altrusa and the District and the International organization**
    - **Have a willingness to share experiences and be able to listen**
    - **Have held at least two leadership positions**
    - **Have the ability to encourage and be able to provide constructive criticism**
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- **The mentor will:**

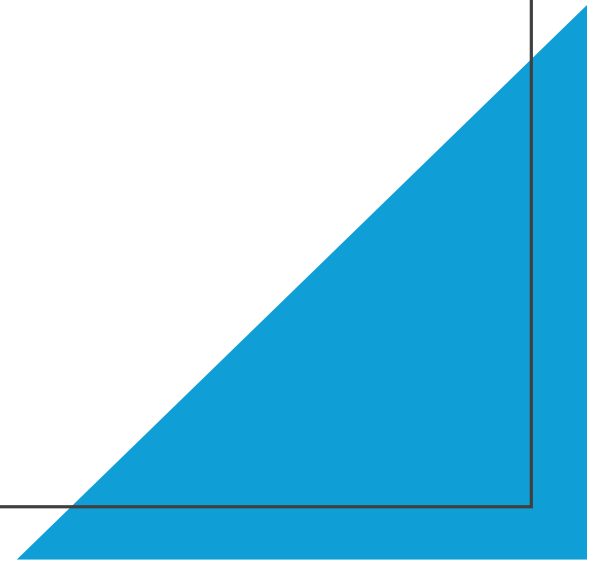
- **Introduce the new member to other members, these members will support and help the new member develop new friendships**
- **Become a safe place for sharing ideas. The new member can bounce ideas off of mentor, the two can share ideas without being judged.**
- **Provide encouragement and support**
- **The mentor is a role model**
- **The mentor will hold the new member accountable**



- **The mentor will:**
  - **Make sure the new member is assigned a committee(s)**
    - **In some clubs, the mentee is on the mentor's committee(s)**
      - **Remember the new member may have a committee that they are drawn to**
      - **Attend a board meeting**
      - **Make sure the new member is included in activities, answer any questions**
        - **The mentor doesn't need to know everything but the mentor has to find answers to the new member's questions**



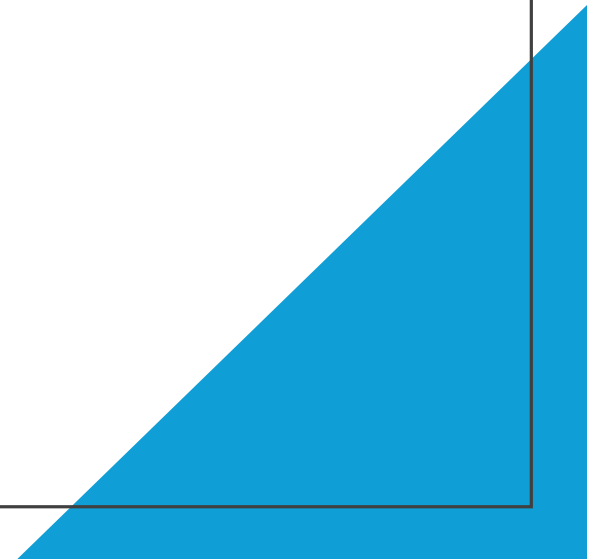
- **The new member may or may not think that she/he has leadership skills, but you have been working on her/his leadership skills all along**



# **Leadership**

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- **Ask the new member what she/he thinks are the traits of a successful leader ( What do you think what the traits are?)**
  - **Flexible**
  - **Able to make decisions**
  - **Accountable**
  - **Caring**
  - **Integrity**
  - **Good communication (Speech, listening and writing skills)**
- **And the traits of poor leader**
  - **Unwillingness to change**
  - **Indecisive**
  - **Lack of accountability**
  - **Apathetic**
  - **Lack of integrity**
  - **Poor Communication**
- **Remember she/he may have different ideas**



- **Assist the new member in developing good character traits**
- **Look inside:**
  - **What areas need improvement**
    - **How does she/he develop good traits**
      - **Workshops**
      - **Books**
  - **Ask her/him, do you have individuals you currently look at as role models?**
    - **Current Altrusan**
    - **Work relationship**

- **Types of Leadership (Develop your Style)**
- **Let the new member know that there are different ways to lead**
  - **Servant Leadership**
    - a philosophy where a leader is a servant first
      - Do those served grow as persons?
  - **Autocratic**
    - Likes to be in charge
      - Can present a problem in a volunteer organization, but at times required
  - **Laissez-faire**
    - Hands off
      - May be appropriate, but at times, leader must give direction
  - **Situational**
    - Shifts to the style of the needs of the group
      - Must stay on top of situations

**Whatever your style, you need to stay on top of situations**

**Altrusans are “Leaders in Service”**

**You may have a particular style you’re comfortable with but remember flexibility is key. Be prepared to change as the situation warrants.**

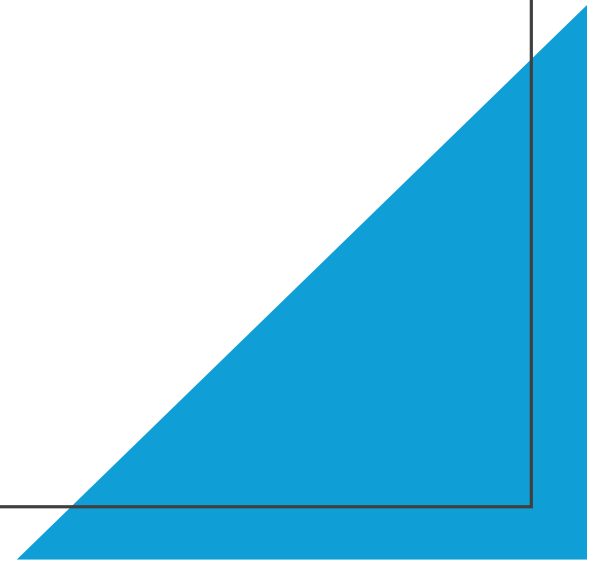
# **Succession Planning**

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- **What to look for:**
- **Watch and get to know the new member, you can witness strengths and weaknesses**
- **Member expertise**
  - **What talents**
  - **Professional expertise**
    - **Audit**
- **Planning ability and execution of those plans**
  - **Served as a chair or other leadership role**
  - **Successful? Have you observed strengths and/or weaknesses**
  - **Fund Raising**
    - **Assisted in fund raising**
- **Personality**
  - **Friendly, outgoing, shows ability to work well with others**
  - **Passion/Areas of Interest**



**PS: You have been building leader(s) all along now it's time to reap the benefits of members growing within your club**



## **Succession Planning**

- **Be Deliberate**
  - **Don't fill a position with someone not suited for the position**
    - **The new member hates math, therefore not a good candidate for Treasurer**
  - **Recruiting new members is also a part of the succession planning process**
    - **The new member has displayed leadership skills in several areas, talk and see if there is an interest in serving as an officer. (The member is still early in her/his Altrusa journey so may only want to be a committee chair)**
- **Don't wait until your Nominating Committee is elected**
  - **Make sure Nominating Committee has position descriptions**
    - **Share position descriptions and succession worksheet with committee**
    - **All candidates for office needs to know what they are expected to do**

- **INTERNATIONAL WEBSITE**
  - **LEADERSHIP TOOLS**
    - **MEMBERSHIP**
    - **ALTRUSA.ORG**
    - **USER: altrusa**
  - **LOGIN: MamieBass1955**

# Leadership Toolkit



Club President's Handbook

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Biennium Calendar

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Club Diversity Assessment Tool

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Club Health Assessment

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Propose Agenda Item to International Board

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Structured Meetings [PowerPoint]

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Effective Leadership through Motivation  
[PowerPoint]

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Effective Leadership Challenges [PowerPoint]

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The Four Es of Leadership [PowerPoint]

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Document Sharing Guide

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Strategic Plan Template (Word)

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Strategic Plan - French



Strategic Plan - Spanish

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District Position Descriptions

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Club Officer Position Descriptions

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Expense Reimbursement Form

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Disbanding of Clubs Form

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Simplifying Leadership Workshop (PPT)

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Presidents Workshop Template (PPT)

(This is a Google Drive link due to the size of the project,



Form To Request Bylaw Policy Change



An Altrusa membership pin & name badge should be presented to every new member.



Orientation Presentation  
Sample/Template (PPT)

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Welcome Letter International  
President Linda Smith

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Welcome Letter Foundation Chair  
Karen Robinson

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Altrusa Foundation Brochure

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Altrusa International Brochure

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Altrusa International Brochure (Old  
Logo)

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Folleto Internacional de Altrusa

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ASTRA Brochure

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The Altrusa Tradition

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Club Membership Certificate

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