



## **GUIDANCE FOR NEW MEMBERS & MENTORS**

### **New Member**

As a new member of the Forum, volunteers will have an induction period on the structure and work of the organisation. They will be provided with a copy of the Working Agreement and "shadowed" by a member of the Forum through this process. If the volunteer then decides to become a member of the Forum they will be expected to sign the Working Agreement. The member of the Forum will act as their mentor when attending meetings either online or face to face for as long as the volunteer requires this level of support.

Volunteers will attend their Locality Forum where they will experience the range and variety of volunteering opportunities available within the Forum and make an informed choice of where their expertise would best "fit in" with the work of the Forum.

The time commitment for volunteers can range from a couple of hours to attend their Locality meetings, to much more, depending on how involved they become with the work of the Forum.

Following attendance at meetings either online or face to face, volunteers are expected to write a short report on the outcomes from the meeting and any issues that Forum members may need to address. If required, the Forum Facilitator can assist in this process.

Following meetings, volunteers are expected to "feed back" to the community, or the organisation they represent, any appropriate information and collect patient/carer views regarding any consultations or service reviews.

Volunteers will be encouraged to take up training opportunities at a pace and a level that suits both their needs and, if they are a carer, taking account of their caring role.

Volunteers may require "time out" due to their own health, or as a result of their caring role, and this can range from a few months to a year. It is important however that they keep the Chairperson informed of their changing situation.

### **Mentor**

As a mentor to a new member of the Forum it is essential that you provide support at a pace and a level that suits both yourself and the new member. This may mean additional meetings prior to the Forum meetings, and encouraging and supporting the new member at the Forum meetings.

It will be important to build a good relationship with the new member and understand their level of expertise and time commitment.

In some instances, it may be necessary to change the "mentor" for a new member, therefore it will be important for the mentor to highlight this to the Chairperson to enable him/her to make alternative arrangements.