

LEADERSHIP TRAINING BULLETIN 98-01
OFFICER-MENTOR GUIDELINES

Date: 10/1/98

INTRODUCTION

This Training Bulletin established the procedure by which “Officer-Mentors” are selected and the appointment process.

“FIDELIS CONSILIARIUS”, A Trusted Advisor. These are the words that describe the “Officer-Mentor”. He/She can be and will be an advisor, confident, sounding board, problem solver, mediator and more.

The “Officer-Mentor” idea evolved from the realization that, (1) GWRRA has an extensive pool of experience and knowledge represented in former Officers, (2) new Officers need not tread the same path twice in quest of a solution and (3) it affords the opportunity for former Officers to stay involved and active in a capacity very similar to their former positions.

The “Officer-Mentor” can have a significant impact on the future of GWRRA and as a result, a great deal of care should be exercised in the selection and appointment to the “Officer-Mentor” position.

THE APPOINTMENT PROCESS

The “Officer-Mentor” is intended to be a very prestigious position within GWRRA and should include only those former Officers that would be considered **very** successful in their former positions. If a rating were in the range of 1-10 the candidate for appointment should score at 7 or above. Recommendations for appointment to this position should take into consideration the possibility that not every former Officer is a good candidate for “Officer-Mentor”. Consideration should be based on the quality of the service in the former position and not just the fact that the candidate was a “successful” Officer. Care should be exercised to insure that a recommendation is not given based purely on friendship.

The appointment process requires the recommendation of two (2) current Officers at different levels of GWRRA. For example, for a Chapter Director to become an “Officer-Mentor” would require the recommendation of the District Director with concurrence of

the Region Director, for a former District Director a recommendation would be necessary from the Region Director with concurrence of the Executive Director, and for a former Region Director a recommendation would come from the current Region Director with concurrence of the Executive Director. Lastly for a former National Director a recommendation would come from the Executive Director with concurrence from the Chairman of the Board. The Chief instructor would also have to concur with the recommendations at all levels. The appointment would be made by the National Director, Leadership Training Division. The initial appointment would be for a three (3) year period. At the anniversary of their initial appointment, and each year thereafter, an in-depth review will be conducted to determine the advisability of continuing to serve as an “Officer-Mentor”.

Appointments will be made by the National Director based on the recommendations from Region/District Directors, Region/District Trainers or the Executive Director which ever is appropriate.

Appointments as an “Officer-Mentor” will not be available to serving Officers.

Should a serving “Officer-Mentor” return to a position as an Officer their appointment as an “Officer-Mentor” will terminate.

APPLICATION PROCEDURE

The “Officer-Mentor” candidate should complete the application form (See attached form) and forward the application to the District or Region Director as indicated above. The District or Region Director will then add his/her recommendation (Recommendation #1) and forward the application to the next Officer level for their recommendation (Recommendation #2). On completion of both required recommendations the application should be forwarded to the appropriate Region/District Trainer for their concurrence. The Region/District Trainer will then forward the application to the appropriate National Trainer.

GENERAL QUALIFICATIONS, Level I and Level II

It is recognized that not every recommended former Officer may have the desire to become fully involved as an “Officer-Mentor”. As a result the “Officer-Mentor Program” will have two (2) levels of involvement available to the recommended former Officer.

Level I involvement will consist of the following requirements:

The “Officer-Mentor” candidate must be a Full Member of GWRRA, with membership dues maintained current and otherwise deemed qualified for this position by the Leadership Training Division Chief Instructor or National Director. They must possess an extensive knowledge of GWRRA and its operations, methods and philosophies and have demonstrated a belief in and support for the goals of GWRRA.

The individual must have demonstrated significant interest and abilities in the delivery of management and personal development training. Interpersonal communications skills are critical and must be extremely well developed. Good people skills are required as is a “Can-Do” attitude with respect to working with GWRRA Officers and Members.

The individual must have served well for at least two (2) years as an Officer, or long enough to have clearly demonstrated excellence in an Officer position. In addition to the recommendation of two (2) current Officers at different levels of the Association the candidate must be willing to complete the GWRRA “Officer-Mentor Development Program”. The Region or District Trainer must certify that the “Officer-Mentor” candidate has completed all six (6) Core Training Units:

- Officer-Mentor Orientation
- Interpersonal Communications
- Coaching Skills
- Conflict Management
- Chapter Director’s Orientation
- Officer Expectations

These can be completed either in a formal one (1) day training session or via reading assignments administered by the respective GWRRA Trainer.

Level II involvement will consist of the following additional requirement:

In addition to those qualifications listed under Level I above those interested in a deeper involvement must also complete the “Instructor Development Program” and the “Instructor Certification Program”

RECOGNITION

Officer-Mentor, Level I -- On successful completion of the requirements listed under “General Qualifications” the appointments as a Level I “Officer-Mentor” will include a Certificate of Recognition and a specially designed Officer-Mentor Pin.

Officer-Mentor, Level II -- On successful completion of the requirements listed under General Qualifications and “Additional Qualifications, Level II” the appointment as a Level II “Officer-Mentor” will include a Certificate of Recognition, a Certificate as a GWRRA Certified Instructor, a Certified Instructor hanger bar, the specially designed Officer-Mentor pin and an Officer-Mentor embroidered Patch .