

Welcoming and Age Friendly Groups project

Welcome Mentor brief

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Welcome Mentors

Community groups bring people of different backgrounds, skills, interests, ages and levels of confidence together and increase social inclusion within the community.

A welcoming and age friendly group welcomes individuals in a way that makes them feel comfortable and included. As a Welcome Mentor, it is your responsibility to make sure new members feel welcome and to settle and ensure they have the information they need to continue to feel included and part of the group.

Role of the Welcome Mentor

The biggest thing a Welcome Mentor can bring to the role is an enthusiastic opinion of the group and the willingness to spread the enthusiasm.

Welcome Mentors will

- Make new attendees feel welcome, 'meet and greet'.
- Run through an induction (at an appropriate time) –
 - Where are the toilets?
 - Where they can get a cup of tea?
 - How the meetings run .
 - Provide a newsletter and information about what's on.
 - Provide a breakdown of the committee members and who they can talk to if they have an questions or issues.
 - Collect details to make sure they will receive any upcoming events information.
 - Give a brief overview of the purpose of the group.
- Inform the group about what is important for new members.
- Inform the group about your role and what they need to do in your absence.
- Have the new member information prepared and easily accessible.
- Take a lead role in 'Let me introduce you to...'
- Follow up with new members to confirm the next meeting and let them know they are welcome back.

[Delete this section when transferring to your own Microsoft Word template]

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