GFWC
GENERAL FEDERATION
OF WOMEN'S CLUBS
est. 1890
UNITY IN DIVERSITY
WOMAN'S CLUB OF
LEESBURG, FLORIDA

Serving the Leesburg Community since 1909

Member Sponsor Responsibilities

The role of the sponsor/mentor is a very important part of acclimating a prospective and new member to the Club. You become a sponsor/mentor in one of two ways. You automatically become a sponsor when you invite a guest to a meeting/event, or you may be asked by the Membership Chair to sponsor/mentor a guest if the guest is unsponsored.

Responsibilities:
- Serve as the guest's host for meetings or events for six months - sit with them during meetings and events.
- Bring the guest/new member to the meeting or greet them at the door.
- Help them sign in at the Reservation Table and the Membership Table.
- Introduce them to Board members and general members.
- Provide the guest with a copy of the meeting agenda and explain the flow of the meeting.
- Encourage the guest to become involved in all the Club's activities by sharing information about:
  - Club yearbook – highlighting governance structure and calendar of events,
  - community bins and upcoming volunteer opportunities,
  - art displays emphasizing the arts and crafts program,
  - guest speaker display(s) and connection of the speaker to the Club,
  - donation list – who we support and why.
- Send a thank you note after the event or meeting. Include your contact information and date/location of next event/meeting.
- When a guest decides to apply as a member,
  - offer help in completing the application focusing on committee interests,
  - review the completed application and sign as the sponsor,
  - give the completed membership form and check to the Membership Chair,
  - tell your guest the Membership Chair will present the application at the next Board meeting.
- Participate in your guest's, now new member, induction ceremony.
- Assist them in their committee selection process and call the committee chair(s) to give them a heads up that a new member is interested in their committee.
- Follow up when a guest or new member is absent. Solicit feedback from the guest/new member to gauge interest level. Honest feedback is accepted by the board.