

GUIDELINES FOR LESI MENTORSHIP

1. The Mentor Society

Preamble

The aim of the LESI Mentorship Program is to promote the establishment and maintenance of self-reliant and active LES societies throughout the world with an increasing membership of the requisite mix.

1.1. The Appointment of a Mentor Society

- 1.1.1. Each LES Society with at least 100 members is eligible to be a mentor (“Mentor Society”) for an existing society (“Mentored Existing Society”) or an applicant for membership to LES (“Mentored Applicant Society”), collectively referred to as “Mentored Society”).
- 1.1.2. The appointment of a Mentor Society is made by the International President (IP) after due consultation with the LESI Board of Directors, the LESI Membership Committee, the proposed Mentor Society, and the proposed Mentored Society.
- 1.1.3. Existing societies can have a Mentor Society appointed by the IP upon request by the relevant society, the IP, the LESI Board of Directors or the LESI Membership Committee.
- 1.1.4. Applicant societies for membership must have a Mentor Society appointed by the IP as part of the process to be a member of LES.
- 1.1.5. All qualified LES Societies should view the provision of mentorship as part of their principal duties to LES, if requested.

1.1.6. The recommended period of mentorship for a Mentor Existing Society is 2 years and for a Mentor Applicant Society is the entire period up to admission to membership and 2 years thereafter. The preceding period is capable of being extended or shortened at the IP's discretion after consultation with the LESI Board of Directors, the LESI Membership Committee, the relevant Mentor Society and the relevant Mentored Society.

1.2. Preferred Characteristics of Mentor Society

- 1.2.1. at least 100 members;
- 1.2.2. geographic proximity to the proposed Mentored Society;
- 1.2.3. cultural and language compatibility with the proposed Mentored Society;
- 1.2.4. reasonable economic activity occur between the country of the Mentor Society and the country of the Mentored Society;
- 1.2.5. the proposed Mentor Society be in a good financial position; and
- 1.2.6. a specific person or persons within the proposed Mentor Society should be identified to be responsible for undertaking the duties of mentorship.

1.3. The Duties of a Mentor Society

- 1.3.1. In the case of a Mentor Applicant Society, the Mentor Society must:-
 - (a) explain the process of admission to membership to LES;
 - (b) explain the operation of LESI and in particular the workings of the LESI Board of Directors, the LESI International Delegates, the LESI Committees, LESI Working Groups and the LESI International Conference, and the LESI website/other communication systems;
 - (c) explain the LESI dues obligations of a Member Society, including the basis for calculating dues, the time for paying dues and the importance of paying dues on time;
 - (d) ensure that representatives of the Mentor Applicant Society attend as observers to the International Delegates Meetings, LESI Committee Meetings and attend at least one LESI conference per year.

- 1.3.2. The Mentor Society will , upon the Mentored Societies request, provide reasonable financial assistance directed to the organization of meetings of the Mentored Society, preferably training courses, seminars and other activities, which have the potential of helping in the Mentored Society to be self-reliant with an increasing membership of the requisite mix.
- 1.3.3. The Mentor Society will assist the Mentored Society, upon the latter's request, by making training course materials and speakers for meetings of the Mentored Society available, free of charge to the Mentored Society.
- 1.3.4. The Mentor Society, upon request by the Mentored Society, will waive the registration fee for at least one annual event of the Mentor Society, preferably in connection with the annual assembly of the Mentor Society, for at least two representatives of the Mentored Society.
- 1.3.5. The Mentor Society, upon request of the Mentored Society, will grant free membership in the Mentor Society to at least two members of the Mentored Society for the duration of the mentorship.
- 1.3.6. The Mentor Society will proactively keep contact with the Mentored Society, such contacts taking place at least every six weeks and being either in the form of e-mail, phone calls, or mutual personal meetings.
- 1.3.7. The Mentor Society will make its own circulars, like newsletters, available to the members of the Mentored Society free of charge.
- 1.3.8. The Mentor Society will, immediately after having been appointed, designate a Mentor Officer as well as a substitute thereof responsible as a contact person for the Mentored Society.
- 1.3.9. The Mentor Society, insofar represented by the Mentor Officer, will deal with all inquiries, suggestions, questions etc. of the Mentored Society without any undue delay.

- 1.3.10. The Mentor Society will provide a written report on the progress of the mentorship to the LESI Board and the Membership Committee of LESI twice per year, namely at the latest four weeks before each meeting of the International Delegates of LESI.
- 1.3.11. The Mentor Society should be aware that it is likely that it will be required to incur costs for travel, speakers, conference facilities etc in fulfilling their role as mentor. This could involve a substantial investment in time and money each year.
- 1.3.12. Upon a Mentor Applicant Society being moved for admission to LES, a representative of the Mentor Society must provide a detailed report to the Membership Committee of LESI with a copy at the same time to the LESI Board on the activities and suitability of the Mentor Applicant Society for membership.

2. The Mentored Society

2.1. The Acquisition of Mentored Society Status

- 2.1.1. Any LES society with less than 100 members may, and each applicant for member to LESI must apply for acceptance as a Mentored Society by contacting the LESI Board, who will then consult the Membership Committee on the appropriate action to be taken. The Membership Committee may encourage LES societies with less than 100 members to apply for acceptance as a Mentored Society upon its own initiative, and will do so particularly in case of steadily decreasing membership figures of such a society.

2.2. The Duties of the Mentored Society

- 2.2.1. The Mentored Society will designate a Mentorship Contact Officer and a substitute thereof as contact counterparts to the Mentor Officer and its substitute, referred to in 1.3.8.
- 2.2.2. The Mentored Society will proactively conduct all steps and events reasonably useful to make maximum use of the assistance offered by the Mentor Society in accordance with 1.3.

2.2.3. The Mentored Society will provide a written report on the progress of the mentorship to the LESI Board and Membership Committee of LESI twice per year, namely at the latest four weeks before each meeting of the International Delegates of LESI.

The Membership Committee

Heinz Goddar
Chair

Adam Liberman
The VP Membership of LESI