

## My Ideal Club Process

Action	Responsibility
1. Select Mentor team	VDG/GLT/ZC
2. Train Mentors	Facilitators
3. Introduce concept to Club representatives	ZC, GMT, County Coordinator
4. Issue each Club with Club Evaluation Questionnaire and Skills and Interests form	Club Meeting
5. Stress the benefits of a trained and trusted Mentor from another club	Club Meeting
6. Obtain commitment of Club to the process through discussion and information exchange	Club President
7. Agree a 3 member MIC committee by club member vote	Club Board or Members
8. Choose Mentor from list supplied by ZC	Club Board or Members
9. Agree timetable with Mentor	MIC Committee
10. Attend business meeting and distribute CEQ and Skills and Interests Form	Club Mentor
11. Explain process for completing and returning Questionnaires	Club Mentor
12. Return completed Questionnaires to Mentor	Club Mentor
13. Summarise CEQ	Club Mentor
14. Circulate to Club Directors (all members)	Club Mentor
15. Discuss at next business meeting	Club President
16. Invite participation of Mentor	Club President
17. Note ideas for implementation and areas of disagreement	Minute Secretary
18. Select delegates to attend workshop (could be Club MIC committee) <i>When all participating Clubs have completed the process, then -</i>	Club Board or Members
19. Run workshop	GLT/GMT/Facilitators/Club Mentors
20. Develop action plan for each Club	Delegates
21. Carry out consultation process with sample members of public	Nominated Club members
22. Build results into action plan	Club MIC Committee
23. Follow action plan	Club Members
24. Follow up and assist where necessary	Club Mentor
25. Workshop to monitor progress and share successes.	GLT/GMT/Facilitators

*NB. It is important to understand the My Ideal Club mentors have been specifically appointed to work with clubs participating in the programme and not to be confused with the mentors individual clubs use within their own structure.*