



## MENTOR PROGRAM ROLES AND RESPONSIBILITIES

### **Mentor:**

1. Clarify expectations and boundaries of the mentor-mentee relationship.
2. Identify the mentee's goals.
3. Support the needs and aspirations of the mentee.
4. Commit to spending time with the mentee to develop the relationship. Minimum of 1 hour per month.
5. Encourage the mentee through constructive feedback.
6. Create an environment that allows the mentee to ask questions without being intimidated.
7. Offer advice by sharing life experiences.
8. Be prompt for meetings and/or scheduled calls and use the time efficiently.
9. Encourage and promote leadership development.
10. Provide practical solutions for problems.

### **Mentee:**

1. Actively participate in the mentor-mentee relationship by identifying wants and needs from the partnership.
2. Be prepared for a meeting by having specific topics to discuss to ensure time spent is productive for both parties.
3. Commit to spending time with the mentor to develop the relationship. Minimum of 1 hour per month.
4. Share strengths and weaknesses and identify the areas in which assistance is needed.
5. Communicate effectively, openly and honestly.
6. Be open and willing to accept constructive feedback.
7. Understand the limitations of the partnership and take ownership of the outcome.
8. Assess and evaluate the partnership to ensure it meets the objectives.
9. Be prompt for meetings and/or scheduled calls.
10. Listen to advice and utilize the information to make informed decisions.
11. Contact your mentor through whatever mode of communication you both agree to. Take the initiative to reach out.

### **Mentor and Mentee:**

Will participate in the following HisBA Mentor quarterly events:

1. the mentee/mentor kick-off session held via zoom virtually on October 9, 2020 at 4PM During this session we will have a speaker Ivette Mayo, from Yo Soy, I am;
2. HisBA Mentor Quarterly Group Session on December 11, 2020 at 4PM;
3. HisBA Mentor Quarterly Group Session February 19, 2020 at 4PM;
4. HisBA Mentor Quarterly Group Session April 16, 2020 at 4PM;
5. HisBA Wrap-Up Group session on May 21, 2020 at 4PM; and
6. Participate in the HisBA Spring Community Service Project (Date and time: TBD)