Mentor Job Description

1) Meet with new Board member, your protégé, preferably at lunch.

2) Make sure protégé knows you are someone whom s/he can call on freely for help understanding what is expected of PPSFL Board members and for help understanding any aspect of the organization.

3) Call protégé before the first board meeting to 1) remind him/her of the meeting, 2) encourage him/her to attend, 3) offer to car pool, if appropriate.

4) Follow up with protégé if s/he is unable to attend a board meeting. Provide a summary of the meeting and ask if s/he has any questions.

5) At Board meetings sit next to protégé throughout her/his first year on Board.

6) Encourage protégé to seek out others for information, help her/him to know whom to call on and how.

7) Informally introduce the member to other Board members and senior staff prior to or following Board meetings.

8) Offer to review advance information sent to the Board to assure receipt and understanding.

9) Explain major issues, questions and challenges facing the agency.

10) Clarify governance procedures and policies.

11) Answer questions and offer help to assure member meeting attendance.

12) Explain Committees and encourage member participation.

13) Encourage participation in available Board trainings and in community activities and events that the Board has identified.

14) Check in after six months, make sure new member is comfortable and acclimated.

15) Gradually decrease contacts with protégé during second six months of her/his Board service, and let the person know you are doing so.

16) Check in at the end of one year and ask the person if there is any reason for you to continue serving as mentor. Offer congratulations!

17) More important than any specific above – be sure you have a lot of supportive contact!