

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!