

New-BOD Member Mentorship Policy

V 1.0 created 5/28/2019

I. Introduction

- A. In order to improve the transition onto the NAIGC Board of Directors, all newly-elected board members will be matched to a senior board member. The goals of the mentorship match is to disseminate information about the NAIGC to new board members, increase communication and morale with new members, and answer any questions that new members may have.

II. Mentorship Eligibility

- A. Any Director or Advisor with *two* or more years of total experience with the NAIGC is eligible to serve as a mentor for newly appointed Directors or Advisors.
 - 1. In the event additional mentors are needed, Directors or Advisors with one year of experience can be nominated by the Chair of Human Resources (HR) or the Executive Officers.
 - 2.
- B. The HR Taskforce will be responsible for pairing mentors and mentees. This group may solicit nominations for mentors from the board.
 - 1. Mentees will be given a choice of at least two mentors to choose from.
 - a) HR will match mentors to their mentee(s) based on committee involvement and experience.
 - b) The mentee will be responsible to choose which mentor they would like and must report their decision to HR.

III. Mentor Responsibility

- A. The mentors will be responsible for answering any questions the mentee might have about the board, helping the mentee set personal goals, and providing resources to help the mentee be successful on the board.
- B. The mentors are expected to pass on historical knowledge about the NAIGC, A checklist of topics for each mentor to go over is provided at the end of the policy.
- C. Mentors will communicate once a month for the first quarter of the fiscal year (July, August, and September) with the Development Committee Chair and the HR Team Lead to discuss the onboarding process for the new members.
- D. It is the Mentor's responsibility to set up a formal initial meeting with the mentee once at the beginning of the fiscal year. During this meeting the mentor should introduce themselves to the mentee, describe the process of being a mentor and discuss the mentees goals with them.
- E. Following the initial meeting, mentors should check in with the mentee at least once a month for the first quarter via email, text, or phone call to discuss the status of their projects, goals, and answer any additional questions that they may have.
 - 1. Following the first quarter monthly meetings, mentors should check in with the mentee at least once a quarter.
 - 2. Mentors and mentees are encouraged to stay after a committee meeting for a brief check in.

3. Additional meetings could be required in cases where the mentee is having trouble adapting to their role on the board.

F. The mentor should be the first point of contact in the case that the mentee is having difficulties with understanding or performing their responsibilities related to the board of directors. In this case it is the mentee's responsibility to ask for additional help from the mentor.

G. In the case the mentor cannot reach the mentee in any way after a month, they will inform the HR Chair.

H. One mentor can have no more than three mentees at any given time unless agreed upon by HR.

IV. Mentor Term

A. Official Mentorship Terms will last the duration of the fiscal year. While not required, mentorship is encouraged beyond the required term.

1. If a new Director or Advisor joins the board after the beginning of the fiscal year, their mentorship period will be established by HR and may vary from the normal period.

2. At any point during the mentorship period, if the mentee/mentor have any issues working together, a new mentor can be requested by either party. In the event this happens, will assign the mentee a new mentor.

B. In the event a Mentor becomes too busy to fulfil their obligations, they are encouraged to relinquish their mentorship duties and the Development Chair/HR Team lead will find a replacement mentor.