

Razorback Chapter of IAAP® Mentoring Program

Mentoring is a structured and trusting relationship that brings those people who want to improve themselves together with caring individuals who offer guidance, support, and encouragement aimed at developing the competence of the mentee. Mentoring is a tool that organizations can use to nurture and grow their people. A mentor is someone who provides an individual with support, counsel, friendship, reinforcement, and constructive examples. Mentors are good listeners and want to help others bring out strengths that are already there. A mentor is not a parent, therapist, parole officer, or cool peer. A mentor's main purpose is to help an individual define goals and find ways to achieve them. Since every individual is different, the mentor's job is to encourage the development of a flexible relationship that responds to both the mentor's and mentee's needs.

The Razorback Chapter is committed to a structured mentoring program to be of assistance to its new members, providing encouragement and information needed to enhance their membership. The Chapter is also committed to providing mentoring to those members who demonstrate or are interested in leadership roles within the chapter. Each chapter member should consider themselves a mentor in some form according to their experience as a member of IAAP or any other professional organization and experience in holding leadership roles in a professional organization, leadership roles on-the-job, or in service organizations.

Mentor Training

Each year a mentor training session will be scheduled. The training session will be scheduled in May or June so that mentors will be trained and ready to sign up as mentors at the July Chapter meeting. A sign up sheet for members interested in the training will be available at the April Chapter meeting. The training session will be led by the Membership Chair or someone selected by the Chapter President if the Membership Chair declines.

Mentor Volunteers

At the beginning of each Razorback Chapter year, a sign up sheet will be made available at the July chapter meeting for members to volunteer to be mentors. As the year progresses and new members join, the list will be used to assign a mentor to a new member. The Membership Chair will be the keeper of the mentor volunteer list.

New Member Mentoring

As new members join the Razorback Chapter, a mentor will be assigned in the following manner:

- If a new member is recruited by a current Chapter member, that Chapter member will be considered the new member's mentor. If the Chapter member declines to be a mentor, one will be assigned.
- If the new member joins without a recruiter, a mentor will be assigned by the Membership Chair (or President) from the Mentor Volunteers list.

Mentors will be assigned as soon as the Membership Chair receives the Membership Application or as soon as the new member appears on the Membership Report from the IAAP Website.

Mentor Responsibilities

- Meet with the mentoree regularly – at least every other month.
- Offer to pick up the mentoree and take her/him to the chapter meeting.
- Follow-up with the mentoree following a chapter meeting to see if there are any questions.
- Remind mentoree of any upcoming events.

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- It is recommended that the mentor work with the mentoree for the first year of membership.

Chapter Officer and Committee Chair Mentoring

Chapter members are encouraged to run for one of the chapter officer positions or chair one of the committees. A chapter member interested in the Chapter Officer and Committee Chair Mentoring program should contact the Chapter President who will in turn contact the current holder of that office or chair position and assign that person as the mentor for the interested chapter member. The interested member will shadow the chapter officer or committee chair at Board and Chapter meetings. The chapter officer or committee chair will be available to answer questions and offer encouragement to the interested member.

The Chapter Board will hold a Succession Planning/Leadership Workshop each July or August. The purpose of the Workshop is to prepare the new Chapter Board for their year as an officer of the Chapter and to provide information to members who are interested in holding a leadership position in the future. The outgoing Chapter Board will attend to pass to the incoming Chapter Board any files or documents from their year on the Board. The outgoing Board will also be available to answer questions of the incoming Board. IAAP goals, contests, and information provided during that year's Education Forum and Annual Meeting will also be shared during the Workshop. The Workshop will be open to all members of the chapter but especially to those interested in a leadership position. The interested member will be introduced to the chapter officer or committee chair that the member is interested in.