

Committee Mentor Guidelines

Thank you for being a Mentor to a Partnership or Committee applicant!
Your expertise and guidance will help incoming members start their Partnership journey with confidence!
Here are some tips for making the most of this experience!

Before the Meeting

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1. Check in with your Mentee in the week before the meeting.
2. Do they have the meeting details (date, time, location)?
3. Have they RSVP'd?
4. Do they know where to find meeting documents?
5. Do they have any questions? (Anything you're not sure of, please ask Staff!)



During the Meeting

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1. Sit with your Mentee and make sure they have signed in.
2. Encourage your Mentee to ask questions. There will likely be terminology or processes unfamiliar to them.
3. As needed, ask the Chair to take a pause, or quietly offer guidance.
4. Encourage your Mentee to join discussions and participate in reading documents aloud during document review.
5. During discussions, ask your Mentee if they want to share insights or expertise.



After the Meeting

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1. Offer your Mentee the opportunity to continue being mentored or ask if they are ready to go forward with joining the committee.
2. Let Staff know and feel free to provide feedback that would be helpful for improving the process.
3. You can continue mentoring until your Mentee is officially voted onto the committee. Repeat Steps 1 and 2, above.
4. After your Mentee joins the committee, continue as needed with "During the Meeting" activities, and Staff will take over the "Before the Meeting" activities.

