



Sandy Springs Education Force, Inc.
Mentor Job Description and Acceptance Form

Purpose

To provide a mechanism for new Board members to easily become engaged with the Organization and the Board, to build a welcoming Board culture, to efficiently use the talents of new Board members and to ensure clear Board expectations of all Board members.

Introduction

SSEF is committed to assisting new Board members in becoming fully-participating organizational members. SSEF will rely not only on the Mentors assigned to each new member, but will actively involve all Board members in assisting with new member engagement. SSEF understands that new Board members face a steep learning curve. SSEF's Mentor Policy and Procedure will assist new members in understanding the history, processes, vocabulary and inner-workings of the SSEF Organization.

Selection Process

A Board member who has at least one (1) year's experience on the Board will be selected as a Mentor to provide guidance and direction for the Mentee. Each Mentor-Mentee match will be determined by the Executive Committee.

Length of Service

Mentors will serve for one (1) year.

Mentor Responsibilities

- Meet with the new Board member before the Board Orientation – The parameters of the relationship will be discussed: how often to meet, the best way is to communicate, etc. Goals and objectives for the mentoring relationship will be set by both the Mentor and the Mentee. At the first meeting, the Mentor will help the Mentee understand what to expect at Orientation and at the first Board meeting. Additionally, the Mentor will use this as a time to gather information to create an introduction for the new Board member to be delivered to the Board at the first meeting.
- Participate in the New Board Member Orientation with the Mentee – Help fill-in gaps, offer context when necessary, and translate acronyms or terms that are used.

- Ensure that the Mentee is aware of his/her Board member responsibilities as described in the “Board Member Job Description” section of these Policies and Procedures, including without limitation:
 - That he/she is obligated to make a personal financial contribution to SSEF of a minimum of \$100 by August 31st of each year of his/her Board service, and that his/her failure to make such contribution after two (2) reminders in writing from the Chairman may be considered by the Governance Committee to be the Mentee’s resignation from the Board; and
 - That he/she is obligated to attend Board meetings, and that his/her failure to attend three (3) consecutive Board meetings may be considered by the Governance Committee to be the Mentee’s resignation from the Board.
- Arrive at the first Board meeting ahead of the Mentee – Be the first “friendly face” the new Board member sees upon arrival, get his/her name plate, save a seat next to your own at the board table, and ensure that he/she is introduced as people arrive to the meeting.
- Provide a formal, but informative, introduction of the Mentee to the Board – While Board members may have seen the new Board Member’s bio, this is an opportunity for the Mentor to fill-in the blanks and offer unique information or qualities about the Mentee.
- Serve as a coach during the Board meetings – Quietly provide additional background information, translate terms and acronyms, and help the Mentee navigate through the Board materials.
- Follow-up between Board meetings – Debrief after meetings by phone or in person: provide additional information, history, or perspective. Review the meeting’s agenda and ask specific questions that will prompt discussion.
- Invite the Mentee to events and committee meetings, if applicable. The Mentor will call the Mentee before appropriate meetings or events to arrange to attend together.
- Contact the Mentee when he/she misses a Board meeting – Ensure that he/she understands that attendance is important, that his/her participation was missed. Take the time to call and walk Mentee through some of the key discussion items.
- Check-in regarding committee assignments – Help the Mentee find the right committee on which to serve to ensure meaningful organizational engagement. Mentors will check-in on how committee service is going and identify and help solve any issues.
- Communicate with the Board Chair– Keep the Board Chair informed as to the Mentee’s progress. Suggest additional steps to help engage the new Board member.

I have read the above job description for a Mentor and accept this responsibility for this year, September _____ to May _____.

Board Member’s Signature

Date