

VACE Mentorship Program Guide



Overview of the VACE Mentorship Program

- Share knowledge about VACE, grow professionally, and build professional network
- Voluntary program for both mentors and mentees
- Year-long commitment (begins once match is made)
- Mentors are matched to mentees throughout the year as new mentorship requests are received

Benefits of the Program

- For mentors:
 - Personal satisfaction from sharing knowledge and experience
 - Opportunity to promote VACE and its objectives
 - Encourage current and future leadership within organization
 - Exposure to new ideas, approaches and best practices
 - Opportunity to build your professional network
- For mentees:
 - Increased understanding of VACE and its objectives
 - Exposure to new ideas, approaches and best practices
 - Guidance and encouragement to develop professionally
 - Increased self confidence in your role as a professional
 - Opportunity to build your professional network

Communication

- While the ideal way to connect with a mentor/mentee would be face-to-face, it is understandable that this cannot always happen. Therefore, meetings can be conducted virtually, over the phone or by email at least once a month. Mentors and mentees are encouraged to discuss preferred methods of communication early in the program.

Roles & Responsibilities

- **Mentors:** expected to serve in their role for one year regardless of when they are matched with a mentee. Communication between the mentor and mentee should remain strictly confidential and interactions should be honest and professional at all times.
- Mentors are expected to:
 - Welcome your mentee to VACE by contacting them via phone or email
 - **Make yourself available and maintain contact with your mentee at least once a month**
 - Orient mentee to VACE background, goals/objectives, and benefits
 - Explain how/why to get involved through committee participation or at the annual conference
 - Act as an advisor - answer questions, show interest, encourage and support your mentee
 - Assist mentee in identifying and acting on professional development opportunities
 - Serve as a “buddy” during the VACE Conference if you and your mentee are in attendance
- **Mentees:** will be assigned to a mentor after filling out the form below (and once a mentor is available). Communication between the mentee and the mentor should remain strictly confidential and interactions should be honest and professional at all times.
- Mentees are expected to:
 - **Initiate conversation with your mentor**
 - Schedule and attend virtual or in-person meetings with your mentor
 - Share interests, professional goals, etc. with your mentor
 - Ask questions and lead discussions with your mentor

If you are interested in participating as either a mentor or mentee, please fill out [this form](#).