

# VACE Mentorship Program Guide



## What is the VACE Mentorship Program?

- Share knowledge about VACE, grow professionally, and build professional network
- Voluntary program for both Mentors and Mentees
- Year-long commitment (September- April)
- 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

## Roles & Responsibilities

- **Mentors:** expected to serve in their role for one year (September – April) 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.
- Additionally, Mentors are encouraged 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 “Buddy” at the VACE conference
  - Serve as a “Buddy” during the VACE Conference if you and your mentee are in attendance
- **Mentees:** will be assigned to a mentor in August. Communication between the mentee and the mentor should remain strictly confidential and interactions should be honest and professional at all times.  
Additionally, Mentees are encouraged to:
    - Initiate conversation with your mentor
    - Schedule or attend meetings if possible
    - Share interests, professional goals, etc. with your mentor
    - Ask questions and lead discussions with your mentor

### 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.

### How to Sign Up

- If you are interested in participating as either a Mentor or Mentee, please fill out [this form](#)