

# AME Mentorship Program

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Association  
for Mineral  
Exploration

# AME's Mentorship Pilot Program Framework

## ABOUT AME

AME is the lead association for the mineral exploration and development industry based in British Columbia. Established in 1912, AME represents, advocates, protects and promotes the interests of thousands of members who are engaged in mineral exploration and development in B.C. and throughout the world.

Through leadership, advocacy, and collaborative partnerships AME assists in the expansion of the responsible work of mineral explorers and developers operating, or based, in British Columbia.

Modelling leadership in alignment with their values, AME will create and deliver events, initiatives, policy and guiding principles. This work will assist AME's membership in furthering responsible exploration and development that promotes economic viability, safety, environmental and social responsibility, reconciliation and collaborative partnerships.

## MENTORSHIP PROGRAM PURPOSE

The AME Mentorship Program is a voluntary program that will focus on matching recent (or soon to be) earth science graduates ("Mentees") with exploration and development industry professionals ("Mentors"). It is a one-year coaching/mentoring relationship with the goal of fostering the professional growth and development of the Mentee by helping them set and reach specific development goals. The program also establishes a link between Mentors and new graduates in order to facilitate career advancement, increase industry knowledge and expand professional networks.

## GUIDING PRINCIPLES

The AME Mentorship program will be guided by AME's 5 Core Values:

- Show Respect
- Be Focused
- Be Effective
- Be Informative
- Be Inclusive

As such, we ask that Mentee/Mentor partners read and discuss together the attached Commitment Contract. We ask both participants to sign the Commitment Contract as a show of respect to each other and in agreement to uphold the principles outlined within it.

## HEALTH AND SAFETY

- The physical and emotional safety of staff, volunteers and members is a top priority of AME. As such, AME would like to emphasize as part of the AME Mentorship Program that all participants are to adhere to the obligations of being an AME member at all time.
- All participants must practice honesty, integrity and fairness in all aspects of their dealings with AME staff, volunteers and other participants of the AME Mentorship Program. Respectful communication is a key requirement of participation.

# AME's Mentorship Pilot Program Framework

- Any unwelcome physical contact, or comments (written and verbal) or conduct of a sexual nature, will not be tolerated.
- Any aggressive behaviour or verbal and/or physical conduct that denigrates, shows hostility, or aversion toward any individual, or any behaviour that demeans or exploits an individual, will not be tolerated.
- If any participant should experience or witness any instance of the above please report it immediately to program administrators. All reports will be investigated swiftly and will be kept confidential to the extent permitted by law.
- Breaches of the requirements above may result in expulsion from the AME Mentorship Program and/or loss of membership in good standing with AME.

## PRIVACY AND CONFIDENTIALITY

- Confidentiality is critical to developing a trusting mentoring relationship. All participants of the Mentorship program have an obligation to maintain the confidentiality of the person and business experiences shared and agree to adhere to the same standard of confidentiality.
- All discussions between AME and Mentees/Mentors as well as discussions between the Mentee and Mentor shall be considered confidential to the extent permitted by law, unless specifically agreed.
- Personal information collected by AME for the administration of the Mentorship program will be collected as per the terms of the AME Privacy Policy (<https://amebc.ca/privacy-policy/>).

## PROGRAM STRUCTURE AND KEY DATES

- Matching: Pairings will be made in good faith by the AME Membership Committee based on Mentee and Mentor applications and interviews. Considerations in the matching process will include development goals, specific topical interests, location, experiences, and matching preferences indicated by the participants. While all efforts are made at AME to create matches that will be fulfilling for all participants, a mentorship match may turn out to not be a good fit. In that case, participants are asked to report the match to the Program Administrator so that consideration can be given to creating a more suitable match.
- Kickoff meeting: March - will include a networking social and first mentoring meeting. Program goals, participant roles, mentoring best practices, the Commitment Contract, program processes, and meeting/time expectations will be discussed.
- Mentor/Mentee meetings: expectation is 1 meeting per month for approximately 1 hr.
- Check-in: Regular check-ins will be made with the Mentees and Mentors throughout the program to discuss progress and any concerns.
- Fall Social/Networking event: networking social and update on summer work activities
- Evaluation: September and December - Survey and follow-up discussions by AME Membership Committee with Mentee and Mentor participants.
- Wrap-up Event: Roundup - Program conclusion and intro to next years group

## SUGGESTED DISCUSSION TOPICS

- Goal setting – 2-3 goals Mentees wish to achieve during the program;

# AME's Mentorship Pilot Program Framework

- Summer Job discussion: what are the opportunities and how to find them;
- End of school, now what?;
- Contract review, wages, setting expectations;
- How is the summer in the field going, any problems that need discussion?;
- Goal review – progress/obstacles;
- Back to class/starting in the office; and
- Follow-up on the goals, next steps.

## GOAL SETTING

- Goal setting and career planning help the Mentee identify their professional and personal goals, as well as think about their long-term career path.
- The purpose for entering into a mentoring relationship is for personal growth and development of the Mentee and Mentor. Mentoring relationships are focused on achieving goals, particularly the Mentee's specific goals.
- To aid in the success of the mentoring relationship, the Mentee and Mentor ought to have a clear idea of what the Mentee's goals are – their career/professional goals, as well as their goals for the relationship. Though it's appropriate for Mentors to expect their Mentee to formulate their goals and present them to the Mentor early on, many people find setting goals challenging. Mentors can aid the Mentee with help to set 2-3 goals they wish to achieve during the program.
- Goals can be set in, but are not limited to, the following areas:
  - Career Management
  - Leadership
  - Technical Skills
  - Personal Effectiveness
  - Corporate Culture
  - Communication Skills
  - Building respectful relationships
- Please note: AME does not participate in the goal-setting or career planning of each Mentorship pairing. This is inherent to the core of the mentorship relationship and thus, is left to the participants to determine between themselves.

## AME IS HERE TO SUPPORT

AME is committed to providing a positive experience for all participants of the AME Mentorship Program. The AME Manager, Member Relations will act as the AME Mentorship Program Administrators and will be available to participants throughout each year to address concerns, answer questions and/or provide tools to aid in the success of the match.

In addition, AME staff and Membership Committee may be asked to provide assistance with:

- Initial/ongoing training for Mentors
- Monitoring, supervising and supporting the match
- Reports
- Complaints process

# AME's Mentorship Pilot Program Framework

All participants in the AME Mentorship Program are AME members and are matched by AME in good faith based on the criteria provided by both Mentors and Mentees. AME is not involved in the actual day-to-day mechanics of the mentorship relationship and each Mentor/Mentee pairing is free to work together to establish the goals of their mentorship experience, without interference by AME.

Should a Mentor or Mentee identify to the Program Administrator that a particular match is not a good fit – or should a legitimate complaint arise about a participant necessitating the cancellation of a given pairing – AME will make good faith efforts to reassign the Mentee to another Mentor.

## **PROGRAM EVALUATION**

Mid-way through the year and at the end of the year, all participants will be asked to complete a formal evaluation on their experience in the program. We will be gathering information on how well the AME Mentorship Program met their expectations and goals and their overall experience of the program.

In addition to the formal evaluations, the Program Administrator will reach out to participants over the course of the program for feedback. We encourage all participants to contact the Program Administrator at anytime to share their experience and feedback.