

2019-20 MENTORSHIP PROGRAM GUIDELINES

MENTEE GUIDELINES

Introduction

AABANY's Mentorship Program provides support, advice, and networking opportunities to aid both mentors and mentees in their professional and personal development. Each mentee is matched to a mentor who will serve as a teacher, role model, and resource to the mentee. By way of one-to-one relationships and events held throughout the year, the Program will provide the structure to advance professional growth and networking skills of both mentors and mentees. Mentors and mentees must be AABANY members and may come from any level of experience and practice area.

Our Program is different from other programs in that it focuses not only on practice areas but also personal interests and hobbies when matching mentors and mentees. By doing so, we hope to facilitate long-lasting relationships that are compatible personally as well as professionally. Because of the Program's popularity, we will be giving priority to those mentee applicants who are AABANY members. As such, if you would like to participate as a mentee, please ensure that you are an AABANY member when applying and are able to follow these guidelines.

When you agree to be a mentee, you understand that, generally, your mentor's role is supportive and passive, and it is incumbent upon you to build the relationship. Find below certain guidelines that we hope all mentees in the AABANY Mentorship Program follow.

Guidelines

a. Professionalism

Mentees should always interact with their mentors in a professional manner. This means that you should only engage in appropriate behavior and conversation, be punctual for in person meetings as well as online correspondence, and always conduct yourself in a respectful manner.

Any offensive, abusive, or harassing behavior will automatically result in removal from the Program.

b. Relationship Building

As a mentee, you are the driver of the mentor-mentee relationship. A mentee will generally extract more value out of the relationship and therefore is expected to lead the way. This means that you should follow up on planned meetings, phone calls and e-mails when necessary. You should provide your mentor with as much notice as possible for change of plans.

You are expected to initiate contact with your mentor at least once a month. You are expected to respond to your mentor within three days of their reaching out to you.

Beyond that, you should feel free to reach out and speak with your mentor about anything related to your professional development.

Further, you should strive to maintain contact with your mentor after the end of this year's program. Even if you end up achieving the goals you set out to achieve, you should abruptly end your relationship with your mentor. Again, be respectful.

c. Attendance

You are expected to attend at least 75% or three Program events each year. Events will be emailed to the AABANY Mentorship Program listserv, and will be announced at various AABANY events and the website. In the event you do not attend two consecutive events, you will be removed from the listserv and your participation in the Program will be deemed abandoned. Your mentor will be matched with a new mentee and shall have no obligation to continue their mentor-mentee relationship with you.

Exiting the Program

If you believe that you cannot maintain a relationship with your mentor, please do not hesitate to let us know. We understand that sometimes your schedule will not allow you the free time required, and you will always be able to participate in the Program another year. This will also allow us to pair up one of the many mentees on the waiting list with a mentor.

If your mentor believes that you are not committed to the Program, or that you have acted in a way unbecoming of a professional or a mentee, we reserve the right to replace your spot in the Program with someone on the waitlist.