

## NLC-RISC Mentor Program Description

### Overview

The NLC-RISC Mentor Program pairs experienced member-pool staff mentors with first-time or newer member-pool staff from the same functional area. (Equal-level pairings are now available as well.) Participants meet virtually throughout the year, usually once a month, and also spend time together at in-person conferences and meetings when both are attending.

### Goals

- Welcoming and supporting newer member-pool staff
- Fostering leadership development among experienced staff
- Enhancing engagement at the Staff Conference and throughout the year
- Building relationships and communication among member staff to strengthen the NLC-RISC member community
- Creating additional opportunities for NLC-RISC members to share information and work together toward common goals

### Mentor Qualifications

- Support from your Pool Administrator
- Willing to commit up to 20 hours over the course of a year to meet with your mentee, attend scheduled program events and in-person Staff Conference, when possible
- Experience in your functional area that will allow you to mentor newer staff and connect them to others in the functional area
- Understanding and willingness to share knowledge of NLC-RISC benefits and programs
- Desire to be a peer leader and relationship-builder

### Mentee Qualifications

- Support from your Pool Administrator
- Willing to commit up to 20 hours over the course of a year to meet with your mentor, attend scheduled program events and in-person Staff Conference, when possible
- Willingness to learn and share information with your mentor and other program participants

### Roles/Responsibilities of Taking Part in the Mentor Program

<b>Roles/Responsibilities</b>	<b>Mentors</b>	<b>Mentees</b>
In General	Reach out to welcome the mentee, give the mentee contact information, have a conversation, and answer questions	Provide contact information for mentor outreach and reciprocate contact
	Connect mentee to other people and to NLC-RISC resources (relevant online communities and working groups, regional and local meetings, the RISC eNews, etc.)	Join relevant NLC-RISC online communities and ask to receive the eNews. Make an effort to connect with others and take part in NLC-RISC and other relevant offerings
	Meet regularly—we suggest once a month. We suggest having one of you send agenda items—questions or topics—a week or so before the meeting. We also suggest setting meeting dates in advance, at least at one meeting for the next.	Meet regularly—we suggest once a month. We suggest having one of you send agenda items—questions or topics—a week or so before the meeting. We also suggest setting meeting dates in advance, at least at one meeting for the next.
	Make yourself available to assist and mentor newer staff throughout the year	Respectfully contact mentor when you have questions or need support
At Meetings	Attend the NLC-RISC Staff conference and regional meetings, when feasible. Reach out in advance of the Staff Conference and regional meetings to welcome and connect with mentee (if not already done so) and greet the person onsite	Attend the NLC-RISC Staff conference and regional meetings, when feasible. Return mentor’s email or call before the meeting and look for mentor at the meeting
	Serve as hosts/points of contact with newer staff at conferences and meetings	Make one or more opportunities to connect with your mentor
	Attend Mentor Program meetings (up to 3 times a year, when possible) and attend new-member events as host	Attend Mentor Program meetings (up to 3 times a year, when possible) and attend new-member events

### Benefits of Taking Part in the Mentor Program

<b>Benefits</b>	<b>For Mentors</b>	<b>For Mentees</b>
In General	Leadership/Mentorship experience and development	Support and mentorship in addition to what is received in one’s own pool
	Chance to develop relationships across pools	Chance to develop relationships across pools
	Increased knowledge of NLC-RISC programs and resources to support your own risk pool	Increased knowledge of NLC-RISC programs and resources to support your own risk pool
	Increased visibility amongst peers	Increased visibility amongst peers
At Meetings	Opportunities to be involved with the New Staff Breakfast if you wish and to attend the Mentor Program lunch.	Familiar face and someone to introduce you to others at events as well as the opportunity to attend the Mentor Program lunch.