

Sample Mentoring Partnership Agreement

We have agreed on the following goals and objectives as the focus of this mentoring relationship:

- To develop a leadership career pathway to prepare the mentee to assume a significant high-profile leadership position within the community
- To assist mentee in depth analysis of leadership strengths and weaknesses
- To create a leadership development plan for mentee
- To introduce mentee to best-practice leadership experiences

We have discussed the protocols by which we will work together, develop, and, in that same spirit of partnership, collaborate on the development of a work plan. In order to ensure that our relationship is a mutually rewarding and satisfying experience for both of us, we agree to:

1. Meet regularly.

Our specific schedule of contact and meetings, including additional meetings, is as follows:
We will meet twice a month and be in contact by telephone or e-mail at least once a week.

2. Look for multiple opportunities and experiences to enhance the mentee's learning.

We have identified, and will commit to, the following specific opportunities and venues for learning:
Mentee will attend board meetings as mentor's guest. We will meet prior to each meeting and debrief following each meeting.
Mentee will attend a nonprofit institute with mentor.
Mentee and mentor will attend community leadership forum meetings.

3. Maintain confidentiality of our relationship.

Confidentiality for us means that what we discuss remains between us. Mentor and mentee will agree ahead of time if specific information is to be shared with anyone else.

4. Honor the ground rules we have developed for the relationship.

Our ground rules will be: We will meet after business hours. Mentee will assume responsibility for confirming meetings. Mentee will pay for own expenses. Mentee will maintain an ongoing journal of mentoring experience. At the conclusion of each meeting, we will target topics for discussion at the next session.

5. Provide regular feedback to each other and evaluate progress. We will accomplish this by:

Reviewing learning goals once a month, discussing progress, and checking in with each other regularly for the first month to make sure our individual needs are being met in the relationship, and periodically thereafter.

We agree to meet regularly until we have accomplished our predefined goals or for a maximum of eighteen months. At the end of this period of time, we will review this agreement, evaluate our progress, and reach a learning conclusion. The relationship then will be considered complete. If we choose to continue our mentoring partnership, we may negotiate a basis for continuation, so long as we have stipulated the mutually agreed-on goals.

In the event one of us believes it is no longer productive for us to continue or the learning situation is compromised, we may decide to seek outside intervention or conclude the relationship. In this event we agree to use closure as a learning opportunity.

Mentor's Signature and Date

Mentee's Signature and Date