



MENTORSHIP CHARTER

As a **mentee**, I will...

As a **mentor**, I will...

Drive the relationship and set the agenda for meetings

Establish and monitor goals and deadlines

Follow through with commitments and action items

Be clear about my needs and proactively share them with my mentor

Treat any guidance as purely educational

Assume full responsibility for the outcomes of the decisions I make in my business

Provide an objective perspective

Question, challenge and support my mentee

Coach my mentee in a non-directive manner

Help my mentee reflect on their lessons, successes and outcomes

Attend "Mentorship 101"

Encourage my mentee through self-discovery of solutions and decisions

Together, we will...

Decide jointly on a frequency and schedule of meetings

Be mindful of each others' time and boundaries

Be transparent about possible, perceived or obvious conflicts of interest any interests that could impact the integrity of the mentoring relationship

Be upfront and open with challenges or issues that arise in the mentoring relationship

Share information and be transparent

Keep in touch and communicate between meetings

Agree from the start on what to keep confidential

Ensure there is no commercial link between mentor and mentee

Periodically check-in on the relationship to see what is and isn't working

Talk things out and agree to sometimes disagree

Periodically check in with the Mentorship Program Committee

Mentee:

Mentor:

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

