



## **Board of Governors' Mentoring Program**

All Board members are encouraged to welcome new governors and help transition them into their role as members of the Board of Governors. At the most general level, mentors help new governors become acquainted with other governors and help them understand the basic tools and operations of the Board.

A mentoring program provides new Board members with the opportunity to become comfortable early in their role as a governor through one-on-one contact/interaction with an experienced Board member. The overall goal of the program is simple; help new Board members understand how the Board works and what their overall role is in the good governance of the Mount.

### Process

The Mentoring Program is a joint initiative between the Human Resources and Governance (HRGC) and Nominating committees. While the program/process design and follow-up is the responsibility of HRGC, the mentor is matched with a new Board member through the Nominating Committee.

Based upon professional commonalities ascertained through the Nominating Committee, a current Board member is matched with a new governor and asked to act as a mentor, resource and advisor at the beginning of the new Member's first term on the Board. Participation in mentoring by governors is voluntary.

The Board Chair contacts the possible mentor to discuss the mentoring opportunity and desired outcomes of the program, as well as providing the mentor with suggested activities. The Board Chair follows up with the mentor following the first three Board meetings to gauge progress. Feedback to the Nominating Committee and HRGC on progress of mentoring activities and on suggested changes to the program is undertaken through the Board Chair.

### **A. Suggestions for mentors:**

1. Contact the new Board member as soon as possible to introduce yourself, welcome her/him to the board and exchange contact information. Suggestions for initial discussion can include their connection to the Mount, location of Board meetings, meeting material format and location, parking on campus, etc;
2. Contact the new member before each Board meeting to discuss specific agenda items such as budgets, audit findings, financials, etc. that they may have questions on, or to provide a brief background on the agenda item;
3. Attend the orientation session and site tour with the new governor;
4. Introduce the new governor to other governors at the first Board meeting;
5. Follow up with the new governor after each of at least the first three Board meetings to debrief and answer any questions that may have arisen from Board discussions.
6. Assist the new governor with accessing resources and information as needed, including the Board of Governors SharePoint site, the Board Manual, Policy Central, meeting materials, etc.
7. Provide feedback to the HRGC on the mentoring experience to address information gaps or areas of the program that can be improved upon.

**B. Suggestions for new governors:**

1. Make sure you have your mentor's contact info and feel free to call on them to help understand Board operations, activities and culture.
2. Your mentor is only one resource in your goal to become an informed Board member; feel free to contact your Board Chair or the University Governance Secretary with questions or concerns.
3. Become fully versed in the Board of Governors' Policies and Procedures Manual (Board Manual); this resource is a valuable tool that is available to you 24/7 via the Board of Governors' SharePoint site.
4. Get to know your fellow Board members and don't hesitate to call on them for assistance or information. (Hint: Board members' bios can be found within the Board of Governors' Policies and Procedures Manual (Board Manual) on the Board SharePoint site.

Approved by the HRGC: September 19, 2016

Approved by the Board of Governors: September 29, 2016

Approved by the HRGC: September 17, 2018

Approved by the Board of Governors: September 27, 2018