

MENTORING

Mentoring is a tool to nurture and grow people. Mentees observe, question and explore. Mentors demonstrate, explain and model. The following assumptions form the foundation for a solid mentoring program.

- **Deliberate learning is the cornerstone.** The mentor's job is to promote intentional learning, which includes capacity building through methods such as instructing, coaching, advising, guiding and training.
- **Stories about best practices are powerful.** Mentors, as leaders of a learning experience, may share their "how to do it so it comes out right" and their "how I did it wrong" stories. Both types of stories are powerful lessons that provide valuable opportunities for analyzing individual and organizational realities.
- **Leaders' personal experiences are meaningful.** Personal scenarios, anecdotes and case examples offer valuable, often unforgettable insight, and should be shared. Mentors who can talk about themselves and their experiences establish a rapport that makes them "learning leaders."
- **Development matures over time.** Mentoring -- when it works -- taps into continuous learning that is not an event or even a string of discrete events; rather, it is the synthesis of ongoing events, experiences, observations, studies and thoughtful analyses.
- **Mentoring is a joint venture.** Successful mentoring means sharing responsibility for learning, regardless of the facilities, the subject matter, the timing or any other variable.



*In learning you will teach,
and in teaching you will learn.*



*Every great achiever is
inspired by a great mentor.*



IIMC
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8331 Utica Avenue, Suite 200
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IIMC Mentoring Program

In 2004, the IIMC Board created the Mentoring Committee to implement the components of IIMC's **Model Mentoring Program**.



One of the components was to compile a list of Mentors and match them with a list of Mentees.

The Mentor's responsibilities include:

- Answering technical questions
- Describing procedures
- Sharing experiences
- Notifying the Mentee of educational opportunities
- Providing moral support
- Introducing the Mentee to other association members at events

If you are interested in becoming a Mentor to share your commitment and career experiences, or a Mentee who seeks peer guidance, please submit this application for consideration.

*A mentor empowers a person to see a possible
future and believe it can be obtained.*

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Mentee

I am requesting a MENTOR

Name: _____

Title: _____

E-mail address: _____

Work Phone: _____

Name of jurisdiction: _____

State/Province/Country: _____

Population of Municipality: _____

Form of Government: ☐ General Law ☐ Charter ☐ County

Other _____

How long in a Clerk position? _____

☐ Appointed ☐ Elected

Do you conduct elections?

☐ Yes ☐ No ☐ Stand alone ☐ Consolidated

Please check all areas where you need assistance.

If you have a specific need, please describe:

Application

Please complete

MENTEE Indicate areas where you need assistance.

MENTOR Indicate your strengths.

- | | |
|--|--|
| <input type="checkbox"/> Agendas/Minutes | <input type="checkbox"/> Ordinances |
| <input type="checkbox"/> Bonds | <input type="checkbox"/> Packets |
| <input type="checkbox"/> Business Licensing | <input type="checkbox"/> Passport Administration |
| <input type="checkbox"/> Codification | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Conflicts of Interest | <input type="checkbox"/> Public Information |
| <input type="checkbox"/> Digital Packets | <input type="checkbox"/> Records Retention |
| <input type="checkbox"/> Document Imaging | <input type="checkbox"/> Referendums |
| <input type="checkbox"/> Elections | <input type="checkbox"/> Refusals |
| <input type="checkbox"/> Government Financing | <input type="checkbox"/> Resolutions |
| <input type="checkbox"/> Liquor License | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Meeting Law | <input type="checkbox"/> Volunteer Programs |
| <input type="checkbox"/> Meeting Protocol | <input type="checkbox"/> Websites |
| <input type="checkbox"/> Minute Taking | <input type="checkbox"/> Other _____ |

Fax to: 909.944.8545

or email to: janis@iimc.com



Mentor

I would like to be a MENTOR

Name: _____

Title: _____

E-mail address: _____

Work Phone: _____

Name of jurisdiction: _____

State/Province/Country: _____

Population of Municipality: _____

Form of Government: ☐ General Law ☐ Charter ☐ County

Other _____

How long in a Clerk position? _____

☐ Appointed ☐ Elected

Do you conduct elections?

☐ Yes ☐ No ☐ Stand alone ☐ Consolidated

If you have a specific expertise, please describe:

