

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
Phone: 909.944.4162
800.251.1639
Fax: 909.944.8545
www.iimc.com
8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730



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.

Phone: 909.944.4162

800.251.1639

Fax: 909.944.8545

www.iimc.com

8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730

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:

