



## **TEMA Statewide Mentoring Program**

### **Purpose**

As an organization established to serve the development of resource management in Texas public entities, TEMA has become the foremost organization to guide individuals employed in this capacity in resource management through the dissemination of information, experiences, and strategies. To further assist in directly impacting the advancement of resource management programs and the skills of personnel involved in these programs, TEMA has a unique opportunity to provide a mentorship program. The program links those individuals who may be newer to the profession with experienced individuals to help expedite and deepen their effectiveness as a successful resource manager. This program will also assist those public entities that do not have a specific resource manager position by assisting in developing any of their personnel involved in resource management functions.

### **Definition of Mentoring**

Mentoring is a one-to-one relationship that includes interaction between a relatively newer and a more experienced person, including the exchange of advice, counsel, and support, focusing on advancement for the less experienced individual. However, it has often been noted that mentoring allows for the growth and development of both individuals. Mentoring can take many different forms, though this program will focus primarily on professional development and networking. Each mentoring relationship is unique and may take on different attributes based on the individuals involved. Still, TEMA will provide guidance to each pair in developing their mentoring relationship through a State or Chapter Mentorship Chair.

### **Structure**

There are several components to the mentorship programming structure that can be employed to support a successful and sustainable program.

First, any TEMA member will be invited to complete an application to participate in the program throughout the state. In the application, they will give general information about themselves and indicate which chapter they are based out of and whether they would like to be considered as a mentor, mentee, or both, depending on availability. The State Mentorship Chair, with the assistance of the State Board and local chapter officers, will be responsible for promoting the program and ensuring applicant flow.

Applications will be reviewed and matched by the State Mentorship Chair and confirmed by the State Board. Primary consideration will be to match applicants based on geographic location. It will be most helpful for participants to meet with each other in person and perform site visits, if possible. Applications will also be reviewed for experience and other indications of what might make the best match.



The mentoring match will be in place for one calendar year after each match is made. After the year is over, the formal program may end, or the pair may choose to continue the formal relationship for an additional year. The maximum length of the formal program will be two years. However, the pair is welcome to continue their relationship and/or participation in other mentoring program events if they choose.

Each pair will be encouraged to schedule 1 conference call per month and multiple site visits as allowed throughout the year. It will be up to each pair to determine the time, date, and location of these events. The Mentorship Chair will follow up with Mentors and attempt to ensure that these activities are being conducted to help develop the mentoring relationship's value.

Additional resources will be provided by the Mentorship Chair, such as periodic conference calls for all participants across the state to discuss particular topics, articles, or news to share with the group, information on developing an impactful mentoring relationship, sharing of stories from participants, etc.

### **Certificate**

Each participant in the program will receive a Certification of Completion to signify their successful advancement in completing the program once the year is complete, including 5 PDHs. Mentors will be designated a Certified TEMA Mentor, and mentees will receive a certificate to confirm their TEMA Mentorship Program Completion.

### **Expectations of the Mentor**

Effective mentoring is a critical component of the program, and the program cannot be successful without the participation of valued mentors. This description should guide those interested in serving as a mentor to assist in creating successful mentoring relationships.

The mentor is expected to take the initiative in establishing the mentoring relationship and organizing key activities. They are expected to work with the mentee to establish a schedule in which they have a minimum of one 30-minute phone call together monthly and multiple site visits per year, as allowed. The site visit may occur at either participant's home organization or at any other conducive location where interaction, learning, and development may occur. TEMA meetings are not considered mentoring activities, although meeting before or after could be scheduled as such. These expectations are set as only minimum criteria and more extended discussions, site visits, etc. are welcome if they can be reasonably arranged. The mentor should take notes and remember critical details during interactions to ensure they can stay informed of the mentee's interest and development to assist them in the best manner possible. Creativity should be employed to form the mentoring activities around the best interest of the pair.

It is also paramount that the mentor maintains respect, confidentiality, and consideration of the mentee's interests at all times and reasonably fulfills set meeting times. The mentor should be receptive to questions, topics, and suggestions from the mentee and/or Mentoring Chair and be open and clear about their preferences for communication, etc.





## **Expectations of the Mentee**

The mentee is expected to respect their mentor's time, work with them to schedule suitable meeting parameters, and follow through on attendance and full participation in discussions, visits, etc. The mentee should also generate a list of possible topics of interest and share with the mentor to help develop activities that are beneficial to their further development. The mentee should feel comfortable reaching out to their mentor with questions, etc. on an ad hoc basis or keeping a list of questions for the next meeting, whichever works best for the pair.

The mentee should take an active role in their development and communicate with their mentor on the best means to further that development. The mentee should express appreciation of their mentor and be willing to share feedback with their mentor. The mentee should keep in mind that the formal relationship in the program will last one year. However, it may be extended an additional year if mutually beneficial and aim to gain the most they can during this time.

It is also paramount that the mentee maintains respect, confidentiality, and consideration of the mentor's interests at all times and reasonably fulfills set meeting times. The mentee should also be receptive to advice and assist in developing the relationship, yet open to share their thoughts and feedback.

## **Role of the Mentoring Chair**

The Mentoring Chair will check in with each participant in the program individually to foster successful mentoring relationships, receive feedback, and make adjustments as needed. The Mentoring Chair will either be from the State level or Chapter level. The Mentoring Chair will also provide resources for program participants, ranging from individual or paired advice and counsel to written or conference call resources to group meetings of all participants.