

THE EDMONTON FEDERATION OF COMMUNITY LEAGUES

MENTORSHIP PROGRAM



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WELCOME!

Welcome to the Edmonton Federation of Community Leagues Mentorship Program!

The EFCL has been connecting Community Leagues in Edmonton for 100 years. That's 100 years of volunteerism, event planning, advocating, running programs, building halls and playgrounds, applying for grants, running casinos, and flooding rinks. That's a lot of experience! The goal of this mentorship program is to ensure that we do not lose this collective experience and use it to continue the legacy that Leagues have built for the next 100 years.

In creating a strong mentorship community within Edmonton's League movement, we hope to lighten the load of volunteers, allow for resource sharing between Leagues across the City, and avoid duplication of efforts. Regardless of how many resources we produce on our website, nothing beats a conversation with a seasoned League Secretary, a President that has been through a hall renovation, or the advice of a Social Events Director organizing their 10th community garage sale. A mentorship program "can provide a safe environment for learning, knowledge sharing, and exploring challenges" (Alberta Mentorship Program, 2021).

This program was developed with funding from the City of Edmonton and we are grateful for their meaningful support as we work in partnership to support the work of all 162 Leagues in Edmonton.

Sincerely,



Laura Cunningham-Shpeley
Executive Director, EFCL



Ryan Barber
President, EFCL



ABOUT THE PROGRAM

Welcome to the Edmonton Federation of Community Leagues Mentorship Program!

WHAT WILL THIS LOOK LIKE?

We have designed our mentorship program to be as adaptable and flexible as volunteers are! How much time you commit & what your role in the program looks like, will be up to YOU.

THREE WAYS TO GET INVOLVED

1

One-on-One Mentorship - Sign up as a mentor or mentee and be matched in a one-on-one mentorship for the length of time you and your match agree upon (Is it one meeting? Six months? It totally depends on your goals). We will try to match mentees with the mentor who has the most relevant experience (i.e. new President with President Alumni or a current President).

2

Group Mentorship - Sign up to be invited to group mentorship events (share resources and ideas with other board members who are also- the treasurer, the secretary, in charge of special events, etc).

3

Mentorship Resources - Simply check out the mentorship resources on our website to incorporate more mentorship practices into your own board.

BENEFITS OF JOINING A MENTORSHIP PROGRAM

- Access to curated resources about mentorship and FREE learning events
- Feel supported in your role on the board and bring these skills back to your League!
- Meet people across the City who are passionate about Leagues and community!
- Share resources and templates
- Personal growth
- Share your experience and knowledge about the League and your role/roles you've had
- Strengthen the League movement in Edmonton
- Build your resume and gain valuable professional experience
- Volunteer hours

MENTORSHIP OUTLINE

Online Intake Form

Mentees and Mentors fill out the EFCL online intake form to outline important information and details.

Initial Meeting with EFCL

The EFCL Mentorship Team will set up a set up a check-in phone cal with potential mentors/mentees to review their intake form.

Program Orientation

The EFCL will orient Mentors and Mentees to their roles in the program.

Pairing

The EFCL creates a pairing of Mentee & Mentor based on common geography, interests & goals.

Sharing Info

Contact information exchanged between the mentor/mentee.

1st Meeting

Complete your Mentorship Agreement and submit it to the EFCL.

2nd Meeting

Mentee and Mentor work on their agreed upon goals.

3rd Meeting

Mentee and Mentor work on their agreed upon goals.

Further Meetings

Further meetings as agreed upon.

EFCL Check-Ins

The EFCL will check in 3 times at intervals depending upon the length of the mentorship.

Completion Date

The mentorship ends at the previously agreed upon completion date.

Completion Survey

Fill out the EFCL completion survey and provide feedback to the EFCL.

Optional

Attend workshops, peer support groups, and additional training offered through the EFCL.

CODE OF CONDUCT

- The Mentee/Mentor will try to communicate in a timely manner and honour agreed upon meetings and commitments whenever possible in the spirit of mutual respect.
- Mentee/Mentor will maintain a professional relationship while engaged in this mentorship program and not enter into any kind of sexual relationship for the duration of the program.
- The Mentee/Mentor will maintain a high level of confidentiality which is appropriate and is agreed to by both participants.
- The Mentee/Mentor will respect personal boundaries and promote a healthy balance in the relationship.
- The Mentee/Mentor will declare any conflict of interest that may arise.
- The Mentee/Mentor understands that professional responsibilities continue beyond the termination of any mentoring relationship. This include maintaining agreed upon confidentiality, including any written records and avoidance of any exploitation of the former relationship.
- During mentorship meetings, the Mentee/Mentor will not promote goods or services, especially those that they might have a personal, financial, or political interest in.
- Neither participant will accept fees or commissions from their Mentor/Mentee.
- The program participants will represent themselves honestly (no fake identities or aliases, not misrepresenting qualifications) and strive to communicate openly and professionally.
- Mentee/Mentor will abstain from the use of drugs, alcohol, or any illegal activity while engaged in a meeting with their mentor.
- At all times the Mentor/Mentee will show respect for different cultural norms, beliefs, practices, and will conduct themselves “without regard to race, creed, colour, religion, ethnic origin, sex or political affiliation” (EFCL Code of Ethics, Article 1).
- Participants will attempt to resolve any interpersonal conflict directly with their Mentee/Mentor and if necessary involve their EFCL support staff.

Please sign this form and email it to [EFCL leaguesupport@efcl.org](mailto:EFCL_leaguesupport@efcl.org). Or fill out this form online efcl.org/mentorship-program/code-of-conduct/

Signature

Date

INITIAL MEETING CHECKLIST

The first meeting between you and your Mentee/Mentor will allow you to meet, get some background information and an understanding of your Mentee/Mentor's knowledge and experience. This initial meeting will allow you to set some goals and expectations for your mentoring relationship. In particular you will co-create a Mentorship Agreement to be signed by both Mentor and Mentee. Here is a general guide of what could be discussed in this meeting:

Background

- Discuss why you both joined the program.
- Discuss general background and experience with community leagues.
- Identify mentee's questions and current struggles.
- Discuss mentor's background and expertise and which of the mentee's goals they are best equipped to assist with.

Setting Goals

- Refine mentee's goals and discuss which goals you can work towards together and the required first steps.
- Determine the focus of your next meeting.
- Determine meeting specifics.
- Decide upon the meeting length (e.g. 1 hour) and frequency (e.g. a couple meetings, every 3 months, bi-weekly emails, every-other month in-person).
- Decide upon a meeting location (in person, video conferencing like Zoom, Google Hangouts, or Skype, or over the phone) *EFCL always recommends meeting in a neutral location or at a league rather than in someone's home.
- Decide the preferred method of communication (e.g. email, phone, text)

Discussing Boundaries

- Discuss any boundaries either person has around communication (e.g. will you provide your personal email or your work email? Are you comfortable meeting in person, or would you rather just meet online?)
- Discuss a plan if the mentorship relationship has to terminate sooner than anticipated or change.
- Discuss a plan to maintain a productive and healthy mentorship relationship.
- Discuss and come to an agreement upon the expectations from the mentorship.
- Discuss the confidentiality and privacy in the mentorship relationship.

Completion Plan

- Discuss an end date (approximate or definite).
- Review the EFCL completion procedure.
- Discuss what on-going support and resources they may need after the mentorship.

Mentorship Agreement

- Fill out the mentorship agreement, and make sure both Mentor and Mentee get a copy.

Wrap Up

- Express appreciation.

Follow Up

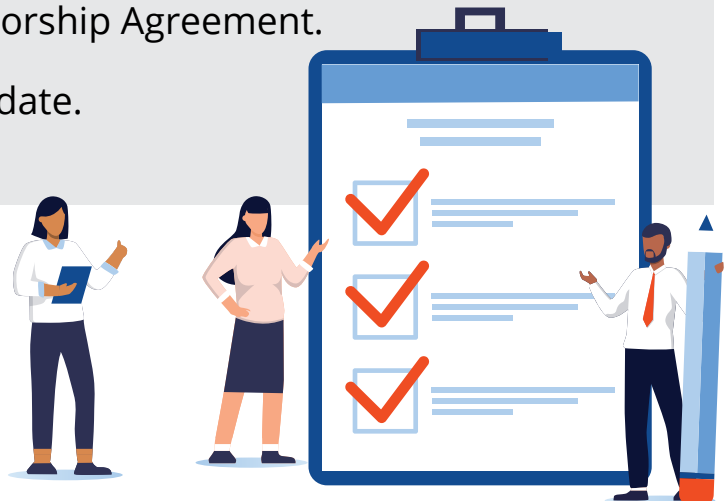
- Follow up promptly on any commitments you've made to each other. Mentees should take responsibility for setting up subsequent meetings, but mentors, if you do not hear from your mentee within a few weeks, please reach out to ensure that the relationship retains momentum.

Conversation Starters

- Common interests and hobbies.
- Personal accomplishments.
- Interesting things happening at your Community League.

ACTION STEPS

1. Sign the Code of Conduct and submit it to the EFCL.
2. Fill out and sign the Mentorship Agreement.
3. Decide the next meeting date.



MENTORSHIP AGREEMENT

The intention of this document is to create a mutual agreement about what you'd like your mentorship relationship to look like. No one will see this document except the both of you. Fill out this form alongside the Initial Meeting Checklist. Feel free to add to this document and to customize it to your partnership.

MENTEE

Name: _____

Community League: _____

Board Role: _____

Contact Info: _____

Preferred Contact Method: _____

MENTOR

Name: _____

Community League: _____

Board Role: _____

Contact Info: _____

Preferred Contact Method: _____

Mentee's reason for joining the EFCL Mentorship Program:

The Mentee's top objectives/goals they would like support with:

Some ideas for how the Mentor might support the Mentee to resolve their struggles and objectives.

Mentor's reason for joining the EFCL Mentorship Program:

Mentor's goals for this mentorship:

Meeting Details (In-person? Emails? Phone? Zoom sessions? Mixed?):

EXPECTATIONS FROM THE MENTORSHIP

MENTEE

MENTOR

LENGTH OF MENTORSHIP

We feel that our mentorship goal can be reached within: _____ (Meetings | Weeks | Months)

Length of Each Meeting _____

If we need to shorten or lengthen this mentorship, we have decided to use this method to amend our agreement:



This is what the completion of our mentorship will look:

CONFIDENTIALITY & CONFLICT RESOLUTION

Any sensitive issues that we discuss will be held in confidence. Issues that are off-limits in this relationship include: _____

If we have a conflict, this is how we would like to handle it:

If there is a lack of communication between us, this is how we decided to handle it:

NO-FAULT TERMINATION

We are committed to open and honest communication in our mentorship relationship. We will discuss & attempt to resolve any conflicts as they arise. If one of us needs to terminate the relationship for any reason, we agree to abide by one another's decision. We also agree to let the EFCL know that we have ended our partnership.

Notes:

ADDITIONAL TERMS

SIGNED BY BOTH MENTEE AND MENTOR

Mentee Signature

Date

Mentor Signature

Date

SAMPLE MEETING AGENDA

Having an agenda in your mentorship meetings will help focus your time together. While the agenda can be mutually decided upon, we encourage the mentee to draft an agenda prior to the meeting as it forces the Mentee to consider the importance of each topic and it allows the mentor to plan ahead for the discussion.

1 What goals were set at the previous meeting? What progress was made since then? Any questions or struggles that came up?

2 Discuss topics for today's meeting

3 Define goals to work on for the next meeting.

4 Set the date and agenda for the next meeting.



THE ROLE OF MENTEE

- The Mentee establishes the learning goals for the mentorship.
- Mentee will reach out to set up meeting times and/or initiate email correspondence.
- Mentee will be responsible for creating meeting agendas based on the questions or support they require.
- The Mentee should be open to input and feedback.
- Mentee will respect the mentors confidence and trust.
- Follow through on commitments with the mentor whenever possible.
- Assume the mentoring connection will be strictly professional. Let the mentor take the lead in establishing a more friendship-based connection.

TIPS FOR THE MENTEE

- Listen respectfully and ask clarifying questions of your mentor.
- Show gratitude for the time your mentor has taken to guide you and answer your questions.
- Be clear about what specific goals you want to work on or what areas you want to learn more about.
- Be considerate and respect your mentor's time as you do your own:
 - Arrive promptly for meetings.
 - Don't go over the allotted time.
 - Don't phone or email too much in between meetings
 - Try to work around your mentor's schedule as much as possible.
- Take notes when appropriate and follow-up with examples of how you have implemented the advice or ideas discussed.
- Come back often to the mentorship agreement and goals you developed as a team.
- Attend the EFCL mentorship related workshops and conversations!
- Prepare yourself to move beyond your mentoring connection, once it has served its purpose. Be sure to end on a positive note to keep doors open for future connection.



THE ROLE OF MENTOR

- The mentor allows the mentee to initiate meetings and supports the mentee to develop goals for each session.
- The mentor practices active listening & works to understand the many sides of an issue.
- The mentor commits to providing a safe space and ensures confidentiality.
- The mentor shares relevant resources.
- Provides advice, guidance, and feedback.
- The mentor is careful not to overstep their role and ensures conversations revolve around the mentee's specific roles and obligations within their board.
- Mentors speak for themselves & do not represent the opinions of their board or of EFCL.
- Assume the mentoring relationship will be strictly professional and end according to the agreed upon timeline.



TIPS FOR THE MENTOR

- Be open to sharing mistakes you've made, or scenarios that presented challenges. These can be the richest sources of learning!
- Roles of the mentor can include: coach, teacher, champion, counsellor, and role model. Every mentor/mentee relationship will be different.
- Try not to let sessions devolve into too much narrative or storytelling that isn't relevant to the mentee's situation or goals.
- Encourage creative problem solving and support the process rather than just providing the answers each time.
- Sometimes offering a different perspective can encourage the mentee to think outside the box.
- Only give advice within your scope. Utilize the EFCL staff knowledge when appropriate. Remember, you do not have to know everything to be a great mentor! You can always say, "I don't know the answer, but I know who does."

THE ROLE OF THE EFCL

- The EFCL is responsible for organizing and facilitating an introduction to the EFCL Mentoring Program workshop for all new Mentees/Mentors. This initial training session will allow mentees/mentors to understand the intended aims, objectives and outcomes of the program.
- The EFCL will provide all documents pertaining to the Mentorship Program.
- EFCL will keep a copy of the signed Code of Conduct forms.
- General stats (Leagues/number of participants/feedback surveys) will be kept for reporting purposes.
- A member of the EFCL staff team will provide scheduled check-ins with the mentee/mentor and be available for consultation upon request.
- The EFCL will be a resource for conflict resolution and will support a “no fault” termination of the mentorship relationship as requested by either Mentor or Mentee.



REFERENCE LIST

Alberta Mentorship: “Why Mentorship?”

<https://www.albertamentorship.ca/resources/why-mentorship/>

Alberta Mentorship Partnership - <https://albertamentors.ca/>

Association for Talent Development: “What Exactly is the Mentor’s Role? What is the Mentees?”

<https://www.td.org/insights/what-exactly-is-the-mentors-role-what-is-the-mentees>

Canadian Society of Exploration Geophysicists: “Mentee Roles and Responsibilities.”

<https://cseg.ca/assets/files/students/Mentee-Roles-and-Responsibilities.pdf>

Center for Women and Information Technology: “Peer Mentoring Tool Kit.”

<https://www.iwitts.org/proven-practices/retention-sub-topics/student-support/318-the-center-for-women-a-information-technology-mentoring-tool-kit>

Government of Canada: “Mentoring and Essential Skills.”

<https://www.canada.ca/en/employment-social-development/programs/essential-skills/tools/mentoring.html>

Mentornet - www.mentornet.net

Ontario Tech Alumni: “Roles and Responsibilities of Mentors and Mentees.”

https://alumni.ontariotechu.ca/connect/stamp/training_modules/module-1-roles-and-responsibilities-of-mentors-and-mentees.php

The National Center on Secondary Education and Transition: “Mentoring Youth in Transition.”

<http://www.ncset.org/topics/mentoring/websites.asp?topic=32>

University of Washington: “Mentoring and Peer Support for People with Disabilities”

<https://www.washington.edu/doit/resources/popular-resource-collections/mentoring-and-peer-support-people-disabilities>



IMPORTANT LINKS

Contact the EFCL

leaguesupport@efcl.org

(780) 437-2913

<https://efcl.org/mentorship-program/>

Mentorship Program Resources

<https://efcl.org/mentorship-resources/>

Completion Survey

<https://efcl.org/mentorship-completion-survey/>





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