

Document Name:	Board Mentorship		
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Classification:	Board of Directors	Section: Board Effectiveness	
Owner: President & CEO	Signing Authority: Board of Directors		

POLICY STATEMENT:

The Board will provide governance development services for newly elected Board members through mentorship by existing Board members.

PROCEDURE:

1. A mentor for each new Board member will be named by the Governance Committee to become a resource for these new Board members for their first year, through peer-to-peer learning and to encourage the sharing of knowledge, experience, and productive involvement in Board matters.
2. Mentor assignments will be communicated to the new member at the time of their Committee assignments.

Role of the Mentor

3. A mentor is a trusted and experienced advisor who has direct interest in the development and education of a mentee. The mentor is guided by the following:
 - Meet face-to-face, or, virtually with your mentee within the first month of assignment
 - Discuss your goals and objectives as a mentor with your mentee within the first month of the relationship
 - Be accessible to your mentee (in person, phone and email)
 - Support and encourage the mentee's development
 - Acts as a role model, assisting in learning, accessing resources
 - Provides opportunities for discussion
 - Provides solid guidance and leadership to Director
 - Shares learning from own experiences with Director
 - Contact the Governance Committee Chair with any questions or concerns, or if you are unable to continue your commitment to your mentee for any reason
 - Plans the mentoring experience in conjunction with the Director based on their needs and goals
 - Maintains confidentiality
 - Communicates regularly with the Director regarding specific needs
 - Meets with the Director and the Board Chair when appropriate throughout the mentorship relationship

Effective: Feb 2015	Last review: Mar 2025	Next review: Mar 2028
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Role of the Mentee

4. A mentee is defined as someone who has a mentor, with the objective of developing their knowledge base to be an effective hospital board member. A mentee agrees to the following:
- Meet face-to-face, or, virtually with your mentor within the first month of assignment
 - Define your mentorship goals. Share these with your mentor within the first month.
 - Be accessible to your mentor (in person, phone and email)
 - Be prepared for meetings with your mentor, to discuss questions that you may have
 - Remain open to advice
 - Owns the mentoring process and responsibility for its success
 - Contact the Governance Committee Chair with any questions or concerns, or if you are unable to continue your commitment to your mentor for any reason
 - Plans the mentoring experience in conjunction with the mentor based on their needs and goals
 - Maintains confidentiality
 - Communicates regularly with the mentor regarding specific needs
 - Meets with the mentor and the Board Chair when appropriate throughout the mentorship relationship

Selection of a Mentor

5. The following skills and experiences will be considered when selecting experienced board members to become mentors:
- Minimum 1 year on the Board
 - Good knowledge of the strategic priorities of HGMH
 - Good knowledge and understanding of Governance
 - Experience in leadership role on the board or board committees
 - Ability to satisfy the necessary time commitment
 - Understanding the challenges faced by new Directors
 - Active participation in the Board activities
 - Effective communication skills
 - Critical thinking and problem solving skills
 - Willingness and ability to share knowledge and skills
 - Demonstrated commitment to the mission, vision and Values of HGMH