

ACMLA Mentoring Program

Introduction

Mentoring is a cooperative and nurturing relationship between a more experienced map and GIS information professional and an emerging/new map and GIS information professional, which brings benefits to both participants. The ACMLA Mentoring Program has been developed to encourage and support members in their professional growth and development and to welcome them into the profession and Association.

Mission

To facilitate the creation, development, and maintenance of mutually satisfactory mentoring relationships between Association of Canadian Map Libraries and Archives members.

Definitions

Mentee: A Map/GIS information professional or student that is a member of the Association seeking guidance and support in their professional development and career.

Mentor: An ACMLA member who volunteers their expertise and helps mentees develop their professional skills.

Map/GIS Information Professional: Individuals working in libraries, archives, and other institutions, who manage, teach, and promote maps and geospatial information.

Mentoring Program Coordinator: 3 year position appointment by the Executive Board. The Mentoring Program Coordinator reports to the Executive Board through the VP/President-Elect. The coordinator receives application forms from mentors and mentees, matches members through their identified interests, maintains the mentors/mentees database, communicates with the Membership Officer as needed, and prepares an annual report for the Association membership at the Annual General Meeting.

Mentoring Program Description

The mentoring program is designed to help members become successful practitioners by providing help and guidance on various aspects of the profession and the Association. The relationship lasts a minimum of one year with the option of renewing with the agreement of both parties.

A mentor/mentee relationship may be established at any time. In addition, all new members of the Association will be sent an invitation to participate in the mentoring program. Participation in the program is confidential.

The mentor will initiate the first contact with the mentee. If the mentor and mentee are in geographic proximity the first meeting may take place in person. It is expected however, that most communication will take place through other means of communication. The frequency of communication between the mentor and mentee should be agreed upon during the first meeting.

Each relationship will be unique and will depend on the interests of the mentee. Suggested activities might include:

- Discussing professional conferences and how the mentee could contribute;
- Helping to identify professional training opportunities such as workshops, seminars or online tutorials;
- Providing guidance on a project;
- Suggesting research topics and facilitating research by identifying sources of information, reading outlines and drafts; consideration could even be given to co-presenting at a conference;
- Suggesting background articles that could be discussed at future meetings;
- Providing guidance and information about ACMLA;
- Providing the background on various Association initiatives/projects;

- Connect mentee with other members of the Association and members of the Executive as needed

Responsibilities - Code of Conduct

1. Participation in the program is voluntary.
2. All communication between the mentor and mentee is confidential (except where agreed upon by both parties).
3. The mentor and mentee will be professional in all interactions, and will provide a positive and safe experience for both parties.
4. The mentor and mentee will show respect and courtesy towards one another at all times.
5. The mentor or mentee may opt-out of the program at anytime if the relationship is not satisfactory.
6. Communication scheduling should be agreed upon by both parties.
7. A mentee will usually have only one mentor, however a mentor may choose to mentor more than one individual.
8. Student mentees may be matched with mentors from the same institution; otherwise, mentees will be matched with mentors from other institutions.

Benefits of Mentoring

For Mentees

- Advice and guidance on career goals and professional development
- Opportunities to discuss issues and ideas with an experienced professional
- Encouragement to take on new projects and responsibilities
- Improved understanding of the Association and its organizational dynamics
- Assistance in identifying and building professional networks

For Mentors

- Personal satisfaction from sharing knowledge and experience
- Exposure to new ideas and approaches
- Opportunity to practice problem solving and listening skills
- Opportunity to promote the Association and its objectives
- Service to the profession

Administration

The Mentoring Program is administered through a Mentoring Program Coordinator. The Mentoring Program Coordinator reports to the Executive Board through the VP/President-Elect. The coordinator receives application forms from mentors and mentees, matches members given their identified interests, maintain the database of mentors/mentees, communicates with the Membership Officer as needed and prepares an annual report for the Association membership at the Annual General Meeting.

Evaluation

Mentorship program participants will be required to complete a short questionnaire to provide feedback on their experience annually before the date of the AGM.

The coordinator will provide an annual report or summary to the Association at the Annual General Meeting.

Last Revised June 16, 2017