

# LOYALIST COLLEGE

## Board of Governors Policy

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| <b>C13</b> | <b>C. Board/Governance Processes</b><br><b>C13. MENTOR PROCESS</b> |
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**Date Last Approved:** March 2019

**Next Review Date:** 2023

### Background

In this policy, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in By-Law 1 of the College.

The mentoring process provides new Governors with an opportunity to be matched with an experienced Governor who would help them through their transition to the Board.

### Policy / Procedure

Once appointment(s) to the Board have been confirmed by the Lieutenant Governor in Council or by the Board, a potential list of mentors is developed in the following manner:

- A question is included on the subcommittee survey form circulated by the President's office on behalf of the Chair to all Governors who will be in place in the upcoming term asking experienced Governors whether they would be interested in acting as mentors to new Governor(s).
- The Chair reviews the list of new Governors together with experienced Internal Governors and experienced External Governors who have indicated an interest in acting as mentors to new Governors, with a view to matching similar backgrounds and areas of common interest.
- An attempt is made to match one new Governor to one experienced Governor. The new Governor will be advised by the Chair, President or executive assistant to the Board of the mentor process. This will not preclude the new Governor from accessing additional resources such as the Chair, the President, the executive assistant to the Board and/or fellow Governors at any time they feel the need for assistance.
- The official term for the mentorship will be for the first year following the election or appointment of the new Governor but may continue unofficially thereafter.
- Once the composition of the subcommittees, as recommended by the Chair is complete, the experienced Governor will undertake the role of the mentor.

The mentor shall act as a counsellor with respect to any questions or concerns the new Governor may feel more comfortable addressing with a fellow Governor and, in particular:

- provide support for the new Governor and help make him/her feel part of the team;
- encourage participation;
- provide advice on Board process(es); and
- make himself/herself available if the new Governor requires guidance on issues of governance either at meetings, by email, or by phone, as needs dictate.

### **Guidelines**

Each Governor comes with different experiences and needs and the role of the mentor will vary. The following are suggestions which may be useful to the mentor:

- Each mentor should introduce himself/herself to the new Governor at the earliest possible opportunity - preferably prior to the September meeting of the Board and possibly exchange phone numbers for further discussion if needed.
- The mentor should sit beside the new Governor for initial meetings of the Board in the new term.

The mentor should follow up with the new Governor after these initial meetings and following other meetings where sensitive or challenging items were addressed to help clarify any questions or concerns of the new Governor.