



Mentoring Guide

WHAT IS MENTORING?

The usual concept of mentoring is a relationship in which a more experienced person helps and guides a less experienced person. Mentoring is a way of sharing both the formal and informal knowledge necessary to achieve effective and efficient methods of performing professional duties and reaching personal and professional goals. Certainly sharing one's expertise is a large part of mentoring, but so is the communication of support, challenge, feelings, and many other kinds of information. With today's technology, the mentoring relationship can be cultivated via email, telephone and fax, not necessarily in person. Although the more personal forms of communication via telephone conversations and/or coffee and lunch dates are encouraged, if proximity allows.

City Recordors are ideally suited to the concept of mentoring. There is a great deal of specialized knowledge involved in the recorder position and the typical recorder is someone who is eager and willing to assist others by providing information.

WHAT DOES A MENTOR DO?

The mentor is an experienced individual who is willing to share what he or she knows including skills, knowledge, professionalism and accomplishments. A mentor must be willing to put time and effort into the mentoring relationship. Initiating contact and continuing to touch base with the mentee is of tremendous importance, as well as providing the following assistance:

- Answer technical questions
- Describe procedures
- Share experiences
- Provide information about educational and scholarship opportunities
- Provide moral support and encouragement; and
- Introduce the new clerk to other association members at meetings and conferences so a reliable network is established.
- Provide samples/forms on procedures for mentee's reference, as needed.

Typical assistance could range from answering questions to assisting in preparation of ordinances, minutes, agendas and budgets, explaining

parliamentary procedures, election procedures, tips for effective council meetings and ways to insure open and positive communication between council/commissioners, city manager and other administrative officers. Mentors also provide moral support and encouragement and serve as a guide to the new Recorder at OAMR Regional Meetings, the Annual Conference, Academy Sessions, and all other OAMR events. As such guide, the Mentor shall take the time to get to know the new Recorder on a more personal level, introduce the new member to other members and involve them in activities throughout the event. Prior to the annual conference or any OAMR event, the Mentor should advise the Mentee on such things as what is considered appropriate dress for the event and what types of activities will be held during the event (i.e. raffle sales, the auction, scholarship walk, all conference event, etc.). Mentors should make contact early in conference activities so as to make the mentee as comfortable as possible. An explanation of the organization and introductions to board members will be helpful to the new member also. Mentoring at the annual conference and meetings mean getting to know the mentee, introducing them to others and involving them in activities.

WHAT DOES A MENTEE DO?

The mentee is someone relatively new to the profession and/or who has a strong desire to learn new skills and abilities, and a desire to develop existing skills and abilities. A mentee strives to elevate his or her level of technical skills and professional expertise to gain a greater mastery of the job. The mentee should initiate and participate in discussions and seek information and opinions. A mentee must be willing to put time and effort into the mentoring relationship. The mentee decides on the amount of dependence and guidance he or she needs. A mentee should take the initiative to ask for help or advice and needs to communicate his/her expectations to the mentor. Benefits of mentoring for the mentee may include:

- Increased networking and social interaction
- Assistance with career goals and strategies
- Greater career commitment, satisfaction and growth
- More positive attitude
- Increased productivity, a shorter learning curve
- Answers to some of those questions unable to be found anywhere else.

Questions regarding the mentoring program or members interested in participating in this program should contact a member of the Mentoring Committee.

"Mentoring is an open vista of new experiences and possibilities."

OAMR is proud to offer this program to our membership. See how you can help your fellow recorders or how you can obtain the assistance you need to make a difference in your municipality.