



OAMR Mentoring Guide

WHAT IS MENTORING?

Mentoring is a professional relationship in which an experienced individual provides guidance, support, and knowledge to someone who is newer to the role or seeking to grow in their career. Effective mentoring includes not only the sharing of technical expertise, but also offering encouragement, constructive feedback, and practical insights that help the mentee achieve both personal and professional goals.

Modern communication tools now make mentoring accessible regardless of location. Mentoring relationships can be cultivated through video conferencing, email, shared digital workspaces, phone calls, and messaging platforms. When possible, in-person meetings, such as coffee meetups or lunch discussions, are encouraged to build rapport and strengthen the relationship.

City Recordors are particularly well-suited to mentorship, as the role involves specialized knowledge and a strong tradition of collaboration and support within the profession.

WHAT DOES A MENTOR DO?

A mentor is a knowledgeable, experienced professional who is willing to share insights, skills, and best practices to support a colleague's development. A successful mentor commits time, communication, and ongoing engagement with the mentee. Key responsibilities include:

- Responding to technical and procedural questions
- Explaining processes and workflow
- Sharing professional experiences and lessons learned
- Offering guidance about educational programs, certifications, and scholarship opportunities
- Providing encouragement, motivation, and moral support
- Introducing the mentee to other association members to help build a reliable professional network
- Supplying sample documents or templates when useful

Mentors may assist with topics such as preparation of ordinances, minutes, agendas, budgets, parliamentary procedures, election processes, and strategies for effective meetings. They may also share tips for improving communication among elected officials, administrators, and staff. At OAMR events, including Regional Meetings, the Annual Conference, and Academy Sessions, mentors play a key role in orienting new Recordors/members. This includes:

- Getting to know the mentee on a personal level
- Providing information about event expectations (e.g., dress guidelines, session formats, special activities such as auctions or scholarship fundraisers)
- Making early contact during the event to ensure the mentee feels welcome
- Introducing the mentee to board members and other participants
- Encouraging their participation in discussions, sessions, and networking opportunities

Overall, mentoring at OAMR events means helping the mentee feel connected, confident, and engaged.

WHAT DOES A MENTEE DO?

A mentee is a professional, often new to the field, who is eager to learn, improve their technical skills, and develop a deeper understanding of the Recorder profession. Mentees are active participants in the mentoring relationship and should:

- Take initiative in asking questions, seeking advice, and communicating needs
- Be open to feedback, new ideas, and constructive guidance
- Engage in regular communication and follow through on commitments
- Reflect on their career goals and discuss them with their mentor

Benefits of participation may include:

- Enhanced networking opportunities
- Greater clarity on career goals and development strategies
- Increased confidence, satisfaction, and professional growth
- Higher productivity and a shorter learning curve
- Access to knowledge not readily available through formal resources

Individuals who have questions about the mentoring program, or who are interested in becoming a mentor or mentee, are encouraged to contact a member of the OAMR Mentoring Committee.

“Mentoring offers a pathway to new experiences, deeper understanding, and expanded possibilities.”

OAMR is proud to provide this program as part of its commitment to supporting and strengthening our community of Recorders and members. Whether you are seeking guidance or hoping to share your expertise, your involvement helps elevate the profession and contributes to the success of municipalities, special districts, and government agencies across Oregon.