



MCMA

**Minnesota City/County
Management Association**

A State Affiliate of **ICMA**

MCMA Mentorship Program Agreement

Mentorship Requirements

- **Conversations between mentor and mentee will be confidential.**
- Mentor and mentee will meet for about an hour at least once per month.
- Mentor and mentee will meet at a mutually agreeable space and time – meetings can be virtual or in person – in person participate is beneficial at least 2x per year, if possible.
- Mentor and mentee will do best to attend kick-off training.
- The mentorship will last nine (10) months – September to May (kick-off meeting in August).

Expectations of Mentor

- Attend set meetings with mentee.
- Mentor the mentee in areas of general government administration, which may involve communications, perceptions, decision making, human resources, supervision, leadership, understanding concepts, etc.
- At the end of the program, provide feedback to the Mentor Leadership Team such as: How did the mentorship work for you? What did you learn? What advice do you have for the future development of your mentee? What advice do you have for the future development of the program?

Expectations of Mentee

- Set & attend meetings with mentor.
- Develop agenda in advance of each meeting with mentor.
- Work with the mentor in areas of general government administration, which may involve communications, perceptions, decision making, human resources, supervision, leadership, understanding concepts, etc.
- At the end of the program, provide feedback to the Mentor Leadership Team such as: How did the mentorship work for you? What did you learn? What advice do you have for the future development of your mentor? What advice do you have for the future development of the program?

Mentor Signature

Date

Mentee Signature

Date