



Hello Members,

CUCCOA has a Mentorship Program in place, and we are looking for those who may be interested in being a Mentor or Mentee. It is our belief that all new members should have a Mentor assigned to help them learn the ropes of CUCCOA and get them started.

In order to be considered for the CUCCOA Mentorship Program, you must:

1. Be a member in good standing within the association
2. Review and follow the expectations of Mentors/Mentees below and ensure you feel you can fully participate in the program. 1 year commitment.
3. Send an email to [anil.permaul@sait.ca](mailto:anil.permaul@sait.ca) and inform the Mentorship Program Coordinator if you are applying as a Mentor or Mentee. Please indicate how long you have been a member with CUCCOA and send your full details such as: title, name of university or college, full contact information, and how long you have been in your position and your experience.
4. Apply before March 31, 2018. After this date applications will continue to be accepted, and mentor pairings made when possible.

Expectations for Mentors

1. Be a CUCCOA member in good standing with at least 3 years of professional experience in their area of Conference and Guest Services
2. Regularly connect with your mentee (at least once per month via email, phone, in person, etc.) for the 1 year program period.
3. Develop and maintain a good rapport with your mentee and inform them of opportunities/resources/activities available through CUCCOA
4. Complete the "Mentorship Checklist" with your mentee over the course of the program
5. Support with work issues and challenges and help them achieve specific professional and personal career goals, either discussed together or set by the mentee
6. Reach out to additional resources if necessary to obtain answers for mentee
7. Complete an evaluation supplied by the organizer to help provide feedback about your mentorship experience at the end of the program

## Expectations for Mentees

1. Be a CUCCOA member in good standing
2. Have the approval of your direct supervisor to be part of this program and confirm your ability to participate
3. Regularly connect with your mentor (at least once per month via email, phone, in person, etc.) for the 1 year program period.
4. Develop and maintain a good rapport with your mentor
5. Set and share clear goals with your mentor regarding what you would like to achieve through CUCCOA, through your position, and your career. These can be developed in collaboration with your mentor
6. Complete the "Mentorship Checklist" with your mentee over the course of the program
7. Prepare for each meeting with work or CUCCOA related questions or any relevant topics for discussion
8. Complete and evaluation supplied by the organizer at the end of the program to help provide feedback about your experience in the Mentorship Program

## Mentorship Program Checklist

- Overview of Operations
  - Understand how each other's institutes operates
  - Conference Services and Guest Accommodations
- Regional and National Meetings
  - Review the importance and what is discussed at each
  - Review the rewards and importance of attendance
- CUCCOA Members Website
  - Review all tabs and related information
  - Discuss where to find information
  - Discuss who and where to reach out regarding CUCCOA Memberships
- Connect on Campus Website
  - Review mentee organization profile
  - Explain important fields and how to make edits
  - Discuss how to best market and provide a complete and fully finished profile
  - Create a schedule of regular intervals for mentee to review and update profile (i.e. monthly, quarterly, yearly, etc.)
- Overview of Resources
  - Find and locate resources available to members
  - Discuss importance and how to submit valid resources to be posted
- Tradeshows
  - Discuss CUCCOA Tradeshows and marketing ventures
  - Discuss how marketing increases value to all members
- Participation
  - Discuss how to get involved in CUCCOA, positions, and how to take on a position
  - Find listserv and how to send a request for information
  - Discuss importance of giving feedback and participating in group discussion

For more information please feel free to reach out to Anil Permaul or Anthony Falls at [anil.permaul@sait.ca](mailto:anil.permaul@sait.ca) or [fallsa@macewan.ca](mailto:fallsa@macewan.ca). We hope many of you will be able to participate and take advantage of this excellent program.