



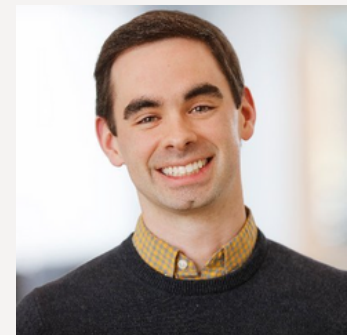
CUCCOA

Mentorship Program

The goal of our Mentorship Program is to assist new CUCCOA members become more familiar with the association and get the most out of their membership. By being paired with a mentor, new members get to connect with a colleague from another institution and learn the benefits of being part of a national organization. For those new to the field this will also provide them with a point of contact to act as a resource, guide, and support as they develop their career.

In order to participate in the Mentorship Program, you must be a member in good standing with the association, review and follow the program expectations, and commit to participating in the program for a one-year commitment.

“When I first joined CUCCOA it was nice to know a familiar face within the association, so I thought it was important to get involved as a mentor and offer a similar welcoming experience for those who are new! As a mentor, I enjoyed being able to connect with my mentees to help familiarize them with CUCCOA. The CUCCOA mentorship program benefits all those who are involved, as it is an excellent way to share ideas, discuss challenges, and brainstorm with someone who understands the industry we work in.”



Ryan Sargent
York University

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 one-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 Program Checklist](#) with your mentor 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 an evaluation supplied by the organizer at the end of the program to help provide feedback about your experience in the Mentorship Program.

EXPECTATIONS FOR MENTORS

1. Be a CUCCOA member in good standing with at least 3 years of professional experience in their area of conferences, events, or guest accommodations.
2. Regularly connect with your mentee (at least once per month via email, phone, in-person, etc.) for the one-year program period.
3. Develop and maintain a good rapport with your mentee and inform them of opportunities, resources, and activities available through CUCCOA.
4. Complete the [Mentorship Program 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.

All new members are automatically enrolled in the Mentorship Program. To sign up as a mentor or for more information, contact:

Yuri Gidge
Atlantic Regional Director
yuri.gidge@mun.ca



MENTORSHIP PROGRAM CHECKLIST

Overview of Operations

- o Understand how each other's institutions operate
- o Understand each other's jobs and roles
- o Discuss trends in conference services and guest accommodations

Regional Meetings and National Conference

- o Review the importance and what is discussed at each event
- o Discuss the rewards and benefits of attendance
- o Discuss the virtual speaker series and roundtables schedule

CUCCOA Members Website (CUCCOA.org)

- o Review all tabs and how to log in
- o Discuss where to find information and resources
- o Discuss how to submit and share resources, job ads, etc.
- o Discuss who and where to reach out regarding membership questions

Connect On Campus Website (ConnectOnCampus.ca)

- o Review mentee's venue profile
- o Explain important fields, keeping content updated, and how to make edits
- o Discuss how to best market and provide a complete and fully finished profile
- o Explain how leads are received and importance of responding

Trade shows and Marketing

- o Discuss the various trade shows Connect On Campus attends
- o Discuss any upcoming opportunities to attend trade shows
- o Discuss how marketing increases value to all members
- o Review CUCCOA social media accounts and learn how to submit posts

Partnerships and Perks

- o Review CUCCOA partnerships with other associations and suppliers
- o Discuss where to find list of partnerships including discounts and perks
- o Discuss importance and benefits of networking with industry suppliers and conference sponsors

Annual Awards

- o Review descriptions of the three different awards
- o Review how to submit a nomination, note submission deadline, and awards gala

Participation

- o Discuss how to get involved in CUCCOA leadership positions
- o Discuss volunteer opportunities at the regional level (e.g. committee representative, host committee, etc.)
- o Review CUCCOA listserv, how to post questions, and access archived discussions
- o Discuss opportunities to present at the regional meeting, national conference, or speaker series
- o Discuss importance of giving feedback and participating in group discussion