



Ottawa Chapter / Section d'Ottawa

MEMORANDUM OF COMMITMENT AFP OTTAWA MENTORSHIP PROGRAM

As part of AFP Ottawa's continued commitment to its members to provide value-added services, the following Memorandum outlines the commitment required from both Mentors and Protégés as part of our Mentorship program.

PROGRAM GOALS: In advancing Philanthropy through education, training and advocacy, the Ottawa AFP Chapter aspires to the following:

- To promote collegial relationships between seasoned professionals and protégés;
- To assist fundraising professionals in developing a network for professional guidance and creative fundraising;
- To strengthen the skills of protégés through identification and focus on specific areas of practice;
- To enhance the professional abilities of both the mentor and the protégé through shared effort;
- To offer an adaptable, responsible and accountable program;
- To respect confidentiality;
- To promote fun through shared experience and practice.

MENTOR COMMITMENTS

- Commit to the role of mentor for a minimum of six months and up to one year;
- Conduct a meeting with your protégé for a minimum of 1 hour per month. Meet in person or talk by telephone;
- Provide guidance, wisdom and support to your protégé that accelerates the learning process;
- Help your protégé set targets and support them in achieving those targets;
- Support the protégé in meeting their specific needs in the fundraising profession;
- Help the AFP Mentorship Chair support the program by completing an evaluation form at the end of the program.

PROTÉGÉ COMMITMENTS

- Commit to be involved as a protégé for a minimum of six months and up to one year;
- Meet with your mentor for a minimum of 1 hour per month. Meet in person or talk by telephone; Requests for and scheduling of meetings are the responsibility of the protégé;
- Identify areas of focus to work on with your mentor to achieve personal growth in the profession;
- Prepare questions and work for review in advance to make the most of time available;
- Be respectful of all meeting dates and times scheduled;
- Help the AFP Mentorship Chair support the program by completing an evaluation form at the end of the partnership.