



## WIMSIG Pilot Mentoring Program

### Expectations of Mentors

1. Mentors may be any gender and must be a member or friend of WIMSIG. Mentors should typically not be students.
2. A mentor is expected to have no more than two mentees at any time. WIMSIG will not assign additional mentees to a mentor without obtaining written approval from the mentor.
3. Mentors are expected to email mentees to set up the first meeting which may be in person or virtual (Skype, zoom, etc).
4. At the first meeting, mentors should assist mentees to define goals and the purpose of mentoring, and to formalise these in a mentoring agreement. A WIMSIG template will be made available for this purpose.
5. Mentors should make it clear to mentees in what capacities they can best assist and advise mentees.
6. Mentors are expected to formally meet with their mentees once a month. We recommend regular formal meetings with mentees at a specified day and time (say, at noon on the first Friday of each month). Allowing for sickness and periods of leave for both parties it is expected that 10 meetings will be had in the year. Meetings may be in person or virtual (Skype, zoom, etc).
7. It is expected that mentees will come to meetings prepared with discussion points. The mentor should also be prepared for meetings, guiding the meeting and having discussion points prepared if needed.
8. Mentors should suggest development tasks/activities to the mentee as deemed appropriate throughout the mentoring arrangement.
9. Mentors should expect a time commitment of 1.5 hours per month per mentee, based on a monthly meeting with their mentee, preparation time and possible email correspondence between meetings.
10. Either the mentor or mentee may, at any time, terminate a mentoring relationship, without blame to either party. If this occurs, both the mentor and mentee must notify WIMSIG as soon as possible via email ([WIMSIG-mentoring@women.austms.org.au](mailto:WIMSIG-mentoring@women.austms.org.au)).
11. Mentors should feel free to introduce their mentees to one another if they feel this is appropriate and the mentees agree.
12. Mentors should remain 'on the look out' for opportunities that may be of interest to their mentees, and encourage mentees to pursue professional opportunities.
13. It is normal for mentees to stop replying to correspondence during busy times of the year. Mentors should maintain correspondence with mentees (no matter how short), while being understanding of their schedules.
14. We strongly encourage sharing of interests and experience with mentees, both mathematical and otherwise. Get to know your mentees, and ask them questions. Forming a bond with your mentees will create a more enjoyable and rewarding experience for both of you.
15. All personal information from mentors and mentees will be treated confidentially by WIMSIG unless written consent is obtained to share it with others.