

# ACEVO mentoring agreement

We are entering into a mutually beneficial mentoring relationship for professional development, facilitated by ACEVO.

## Our goals

Mentee - I will consider this mentoring successful if ...

Mentor - I will consider this mentoring successful if ...

## Our roles

We agree that the role of the Mentee is to:

We agree that the role of the Mentor is to:

## Confidentiality

We understand that the content of these meetings is confidential, unless jointly agreed to be shared; or if legal / statutory requirements apply.

## Meetings

We will aim to meet / connect \_\_\_\_\_ times within the year. If we cannot attend a scheduled meeting, we agree to notify one another in advance.

The mentee is responsible for confirming the meeting and any practical arrangements. Meeting locations should be mutually convenient for both mentor and mentee. Our next meeting will take place:

When:

Time:

Location:

## Ending

We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve any disagreements if they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by one another's decision. We agree to inform ACEVO when the mentoring partnership ends.

**Mentee name:**

**Mentee signature**

**Date**

**Mentor name:**

**Mentor signature**

**Date**