

FOOD BANK OF THE SOUTHERN TIER
Board of Directors Operating Policy and Procedure

POLICY: Mentoring Policy

EFFECTIVE DATE: February 2020

REVISED DATE: September 28, 2020

The Board of Directors (“Board”) of the Food Bank of the Southern Tier (“FBST”) endorses the practice of mentoring for new Board members. The process helps to keep new members fully engaged in the process, especially by providing an overview of Board member roles and responsibilities and the expectations for Board member meeting preparation and attendance.

MENTORING PROCESS AND PROCEDURES:

1. The Chair of the Nominating and Corporate Governance Committee (N&CGC) will appoint a mentor for a new Board member after speaking with both parties and others as appropriate.
2. The new mentor will read this Policy, including the “Best Practices” noted below, and become familiar with the Board orientation materials presented by the FBST staff.
3. The mentor and mentee will meet at least once before the mentee’s first Board meeting and at least one other time during the mentee’s initial six months as a Board member. Meetings may be in person, by phone or by meeting technology such as Zoom.
4. The mentor will report to the Chair of the N&CGC about the process and how to improve it.

BEST PRACTICES FOR MENTORS:

The following list of suggestions is offered for engaging with your assigned mentee:

- Be approachable, reflect a specific interest in the new member’s development, be a good listener, careful observer and work to solve problems that may arise for the new Board member;
- Share your knowledge about Board membership and meeting participation;
- Serve as a coach for initial meetings, sitting adjacent to the new member and offering additional background information when appropriate, translating acronyms and helping the mentee navigate the Board materials;
- Follow-up between meetings during the first six months of Board membership whenever possible or needed;
- Provide the mentee multiple methods to communicate with you between meetings including phone calls, in-person; email; text; FaceTime, Zoom and other ways to ensure the new Board member stays engaged and connected to the Board and its activities;
- Offer to assist with the initial assignments given to the new Board member in case there are questions about Board communication procedures or preferred methods to submit documents;
- Contact the new Board member if there appears to be a pattern of missed meetings or late Board assignments, allowing for possible competing demands on the new member’s time;
- At the conclusion of the mentoring period, ask the new Board member about the mentoring process and ways in which it could be improved upon for the future.