

Checklist for New Board Member Mentoring Programs

1. A Statement of purpose and a plan that includes:

- Who, what, where, when, why and how activities will be performed.
- Input from CSA, Board officers, potential participants
- Assessment of Board of Education need.
- Realistic, attainable, and easy-to-understand operational plan.
- Goals, objectives and timelines for the plan.

2. A plan for both mentors and participants that includes:

- Strategies that portray accurate expectations and benefits.
- Targeted outreach based on participants' needs.

3. An orientation for mentors and participants that includes:

- Program overview.
- Level of commitment expected (time, energy, flexibility).
- Expectations and restrictions (accountability and confidentiality).
- Benefits and rewards they can reasonably expect.

4. Eligibility screening for mentors that includes:

- Suitability criteria that relate to the program's statement of purpose and needs of the target population. Could include some or all of the following: flexibility, skills identification; motivation for volunteering; interest level; and time availability.
- Successful completion of NJSBA initial board member orientation.

5. A monitoring process that includes:

- Consistent, scheduled meetings with mentors and participants.
- A tracking system for ongoing assessment.
- Written records, if required.
- A process for managing issues that may arise, praise, re-matching, interpersonal problem solving and premature relationship closure.

6. A support, recognition and retention component that includes:

- A formal kickoff event.
- Relevant issue discussion and information dissemination.
- Annual recognition and appreciation event.

7. Closure steps that include:

- Private and confidential exit interviews to debrief: participant and mentor
- Assistance for participants in defining next steps for achieving their goals as a new board member(s).

8. An assessment component based on:

- Outcome analysis of program and relationship.
- Program criteria and statement of purpose.
- Information needs of board.

