

CASBO Mentor Volunteer Form

Role of the Mentor

The mentor will provide individualized support, assistance and guidance to a newcomer or an individual changing position within the school business profession.

Mentor Requirements

- Is considered by peers to be knowledgeable in the field.
- Sets high standards for self.
- Enjoys and is enthusiastic about their field.
- Has been a CASBO member for at least three years.
- Regularly attends CASBO meetings
- Is committed to be a mentor for at least one year.

Successful Mentor Traits

- Listens and communicates effectively with others and is able to provide constructive feedback.
- Recognizes excellence in others and encourages it
- Commits to supporting and interacting with colleagues.
- Recognizes the needs of others and knows when to offer support, direct assistance or independence.
- Exercises good judgment in decisions concerning oneself and the welfare of others.
- Admits mistakes and learns from them.

Mentor Responsibilities

- Enhance the professional development and success of colleagues who are new, need to develop new levels of expertise, are making a career change or wish to advance in the profession.
- Foster, convey and uphold the standards, norms and values of the school business profession and the ASBO Code of Ethics.
- Share knowledge, insights, materials, skill and experience with colleague.
- Offer support and empower the colleague to fulfill the profession's expectations.
- Commit to being available and accessible both in a structured and an informal manner for the colleague, with a minimum of two contacts per month.
- Define, with the colleagues, which roles are most comfortable or natural: listener, supporter, advisor, guide, counselor, role model, friend, nurturer or resource in the background.
- Rise above personal considerations, difference or desires when providing serve to those who need professional help or expertise.
- Direct the colleague to the appropriate resource for answers to technical or specialized questions.
- Support rather than undermine through word or action the relationships between the colleague and others in the colleague's district.

CASBO Mentor Volunteer Form

Name: _____ District: _____

Phone: _____ Fax: _____ Email: _____

Yes, I am interested in being a mentor

I've already been assigned a mentee, please indicate name: _____

Comments on relationship: _____

Special interests or areas of expertise: _____

Please return to Sharon Bruce, CASBO Executive Director. FAX: (860) 519-0023 or email: ssbruce@comcast.net.