



# Federal Bar Association

## Mentorship Program

### Why You Should Participate

#### Benefits for the Mentor

- Gain a renewed enthusiasm for the profession
- Enhance skills in coaching, counseling, listening, and leadership
- Develop and practice a personal style of leadership
- Improve professional identity
- Enhance communication skills
- Grow organizational recognition
- Obtain greater understanding of the law student experience
- Share experience, knowledge, and expertise
- Increase personal growth and satisfaction
- Give back to the FBA

#### Benefits for the Mentee

- Increase career development opportunities
- Build a relationship with an esteemed professional
- Learn about the practice of law from an experienced professional
- Increase career network
- Develop new perspectives and learn about new areas of the law
- Gain organizational recognition
- Enhance communication skills
- Form smoother transition into the workforce
- Interact with practitioners
- Learn how to benefit your career through FBA



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## Chapter Responsibilities

### **I. Advertise the Program**

The Chapter is responsible for advertising the program to its members. The Chapter can advertise to law school students as a mechanism for growing membership. The national office can assist with advertising. Each program participant should be a FBA member.

### **II. Match Mentors with Mentees**

The Chapter is responsible for matching mentors with mentees. The mentorship pair should be matched based on shared professional goals. The mentorship application can serve as a basis for matching participants. After the Chapter matches participants, each participant must sign a Commitment Form. The Chapter is responsible for distributing and collecting these forms.

### **III. Oversee the Program**

The Chapter should appoint one or more chairpersons of the program. The chairperson is responsible for overseeing the day-to-day operation of the program. This includes facilitating the initial communication between the mentor and mentee, answering questions, addressing problems between mentorship pairs, and distributing and collecting program material. The national office will provide monthly discussion topics, evaluation forms, and other material for the program.

The Chapter should designate an email address for participants to send questions, concerns, evaluation forms, and other inquiries. Should the chairperson need additional support from the national office, inquiries should be sent to [mentorship@fedbar.org](mailto:mentorship@fedbar.org).

### **IV. Distribute and Collect Evaluation Forms**

The national office will distribute periodic evaluation forms to each Chapter during the program. The Chapter is responsible for distributing and collecting the evaluation forms from program participants. The Chapter will also receive an evaluation form that should be completed by the chairperson. The Chapter should return all evaluation forms to the national office.

### **V. Conference Calls**

The chairperson or a representative from the Chapter is responsible for joining periodic conference calls with the national office.

### **VI. Social Event**

The Chapter is responsible for hosting a kickoff event and end of the program event for participants. The Chapter is responsible for the planning and funding of the event.

### **VII. Timeline**

The Chapter should oversee the program from September to April.



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## Mentor Checklist

- \_\_\_ Initiate the initial communication with your mentee within two week of being matched.
- \_\_\_ Set a time/date for the initial meeting (by phone or in person).
- \_\_\_ Inform your mentee of your preferred method of communication.
- \_\_\_ Request contact information from your mentee.
- \_\_\_ Ask for your mentee's resume.
- \_\_\_ Use the first meeting time to learn about the mentee. What are his/her career goals, hobbies, etc. Share information about yourself.
- \_\_\_ Discuss your expectations, goals, and needs in the mentorship relationship.
- \_\_\_ Identify the expected frequency of meetings.
- \_\_\_ Familiarize yourself with the FBA and brainstorm how the FBA can help your mentee.

## Mentee Checklist

Before meeting with your mentor:

- \_\_\_ Identify your goals. How can your mentor assist you in meeting these goals?
- \_\_\_ Update your resume. Send current resume to your mentor.
- \_\_\_ Research your mentor and become familiar with his/her practice area, experience, interests, etc.

During the first meeting:

- \_\_\_ Inform your mentor of your preferred method of communication.
- \_\_\_ Discuss your expectations, goals, and needs in the mentorship relationship.
- \_\_\_ Identify the expected frequency of meetings.
- \_\_\_ Discuss your short and long-term professional goals.
- \_\_\_ Suggest potential topics of personal interest for future meetings.