



## Mentorship Guidelines

### Statement of Purpose

The goal of the ACA mentoring program is to facilitate the integration of new archivists into the Canadian archival community by matching them with mentors who may advise and guide them on work and career management issues.

This is in keeping with the ACA Vision Statement goal relating to education and research: to provide strong and diversified professional leadership by developing, supporting, promoting and, where appropriate, delivering educational and training opportunities, tools and materials that are responsive to the Canadian archival community.

### Definitions

- Mentee (new archivist): a member of the ACA who is a student of archival studies, recent graduate in archival studies, or who has recently entered the archival profession.
- Mentor (experienced archivist): a member of the ACA who has worked actively in the archival profession for 5 or more years, and is knowledgeable about the profession.

### Structure

- The ACA mentoring program pairs a new archivist with an experienced archivist in a context of professional collegiality.
- An ACA committee advertises the mentoring program to all members, and invites them to join as mentors or mentees. The committee will use the ACA web site, the ACA Bulletin, annual on-site visits to archival studies programs, student chapters and other venues, as appropriate, to promote the program.
- The mentorship program may be offered in conjunction with the provincial archival association, if both associations are in agreement.
- The committee receives requests, from new archivists, for mentors and offers, from experienced archivists, to become mentors.
- Subject to availability of appropriate mentors, the committee matches each new archivist with an experienced archivist. The ACA will make every effort to ensure an appropriate match, however, it cannot be responsible for the outcome of any specific match.
- Wherever possible, mentors should be members of ACA.
- The committee is also responsible for: monitoring the program, preparing annual reports for the ACA, and updating the program as required, to ensure that the needs of mentees, mentors and the ACA are met.
- ACA student chapters, where established, will be given the opportunity to encourage students to become mentees; facilitate “kick-off” meetings’ to assist the committee with matches; and advise the committee of any concerns and problems
- It is the responsibility of the individuals involved to decide on any rules or responsibilities at the beginning, so that there is a clear understanding of expectations.

### Suggested Responsibilities

- The recommended mentorship period is one calendar year, however, the mentoring relationship may continue if both parties agree



- The mentor is responsible for communicating with the mentee on a regular basis during the mentorship period. If possible, one meeting per month is recommended, of at least one half hour in duration. This may be supplemented by phone calls and emails. In the case of geographic separation of the mentor and mentee, communication only by phone and email is acceptable. In these communications the mentor is expected to:
  - give information relating to career and skill development
  - listen and provide feedback
  - give advice and concrete suggestions on professional development
  - reflect what is expected and valued in the archival profession
  - the mentee is responsible for respecting the other commitments of the mentor (i.e., working around the mentor's schedule).
- The mentor and mentee shall respect each other's confidentiality.
- If the mentor or mentee feels that the mentoring relationship is not working for some reason, and this cannot be worked out with the other party, the mentoring relationship should be terminated.

#### **Budget**

- There is no budget allocated to the mentoring program other than the volunteer time spent by the committee and by mentors.

#### **Selection Criteria**

- People selected as mentors should:
  - have good interpersonal skills
  - be open-minded, understanding and patient
  - be trustworthy, supportive, advising and encouraging
  - recognize mentee strengths to be developed
  - recognize when people need guidance and when they need to be independent
  - be recognized as competent professionals by their peers
  - have a keen sense of their work within the archival profession