

Resource F: Board or Committee Mentor/ Support Staff Agreement



This is a sample document to reflect a conversation between the person who will be on a Board or Committee and the person who will be supporting them when they are at Board or Committee meetings.

Date of Agreement: _____

Name of the Board or Committee Member: _____

Name of the Board or Committee Mentor: _____

or:

Name of the Support Staff: _____

Did you discuss and complete the Accommodations Checklist (Resource G)?

Yes

No

Other: _____

Follow-up required from checklist:

Check all that apply:

Before each Board or Committee meeting, we will meet to discuss materials received in the Board or Committee package, including the agenda.

After each meeting, we will meet to debrief on the Board or Committee meeting experience and ways to improve it for next time, if needed.

We will check in with each other before or after Board or Committee meetings to see if we need to meet to prepare or debrief.

Other practices that we will use:

The formal Board or Committee Mentor/Support Staff Agreement will end:

When the new Member and the Board or Committee Mentor agree there is no longer a need for a formal mentorship or support relationship.

Other: _____

Please note any additional agreements made by the new Board or Committee Member and the Board or Committee Mentor or Support Staff:

Signature of the new Board or Committee Member: _____

Signature of the Board or Committee Mentor: _____

or

Signature of the Support Staff: _____