



# Mentoring

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## PROGRAM PARTICIPATION AGREEMENT

By submitting my Application, I am consenting to adhere to the policies and procedures described here, and are certifying that all statements below are true and accurate. The “Program” refers to The VMA Mentor Program, administered by the Venue Management Association (Asia and Pacific) Limited.

I agree to keep all conversations and session content confidential. This includes, but is not limited to, information about my Mentor/Mentee’s organisation, projects, initiatives, contact details or personal information. I will ask their permission to share their information or to inform someone else about a concern/conversation.

I understand that serious and life-threatening issues like suicide, substance abuse, mental or physical abuse, domestic violence, and/or criminal activity are best handled by professionals. I will report the suspected abuse, abandonment, neglect, or financial exploitation of a vulnerable adult to the VMA Education Manager.

I agree to reserve judgement about my Mentor/Mentee’s personal practices and beliefs, be accepting of differences and not discriminate based on race, religion, colour, national origin, gender, age, marital status, disability or any other legally protected classification.

I agree to limit contact with my Mentor/Mentee to within the scope of activities conducted by the Program and I understand that any relationships or contacts between the mentor/mentee outside of Program activities are neither condoned nor encouraged, except in a professional setting.

I agree to be punctual for all agreed meetings and be fully prepared and attentive for the duration.

I hereby fully release, discharge and hold harmless the Venue Management Association (Asia and Pacific) Ltd, participating organisations (including without limitation) and all of its foregoing employees, officers, directors, and coordinators from any and all liability, claims, causes of action, costs and expenses, arising from, relating to or which may be, or may at any time hereafter become attributable to my participation in the Program.

I agree that my participation in the program is on a voluntary basis, does not create an employment relationship between the parties and that no payment for services is to be received by either party.

I acknowledge that all conversations between Mentor/Mentee are private and the VMA Manager cannot request or access these records.

I acknowledge that should my Mentor/Mentee privately flag an interaction as inappropriate this will trigger a notification to the VMA Education Manager. Should this happen, an internal process will commence to investigate the matter.

I agree to abide by the Code of Conduct set out in this agreement.

## **CODE OF CONDUCT**

I acknowledge that the following behaviours are prohibited and engaging in any of these behaviours may lead to disciplinary action, up to and including removal or expulsion from the Program and / or the Venue Management Association:

- a) Participating in program discussions under the influence of alcoholic beverages and/or illegal drugs.
- b) Engaging in any form of sexual harassment, including but not limited to unwelcome sexual flirtations, advances or propositions; verbal abuse of a sexual nature; verbal comments about an individual's body; sexually degrading words used to describe an individual; the display/use of sexually suggestive objects, pictures, and/or jokes.
- c) The use of profanity, abusive or threatening language or intimidating any others involved in the Program.
- d) Discriminatory behaviour with regard to race, religion, colour, national origin, gender, age, marital status, disability or any other legally protected classification.
- e) Solicit employment opportunities.

## **MENTOR OBLIGATIONS**

I agree to:

- serve as a mentor for up to a 12-month period;
- maintain a professional and ethical working relationship with the Mentee;
- ensure a safe and supportive environment;
- work with the Mentee towards attaining and/or setting achievable goals for the duration of this agreement;
- assist the Mentee to empower themselves for growth and development;
- Participate in post-program evaluations and feedback / improvement exercises.

## **MENTEE OBLIGATIONS**

I agree to:

- complete a goal setting activity prior to meeting the Mentor;
- be fully prepared and promptly attend all scheduled meetings with their Mentor;
- be responsible for initiating and scheduling meetings;
- have open and honest discussions, take feedback on-board and fulfil any suggested recommendations for development activities between meetings;
- be respectful of the working environment and commitments of the Mentor and the opportunities that are made available through the mentor partnership;
- Participate in post-program evaluations and feedback / improvement exercises.

I agree to abide by all VMA policies and constitutions as agreed to as part of the VMA Membership.

**Note:** This agreement has already been signed when you applied to join the VMA Mentoring Program.

## **MENTORING AGREEMENT**

This agreement exists to set your mentoring relationship up for success.

Document the who, how, why, and what of your mentoring plan early so you can get down to enjoying the reciprocal and potentially career-changing relationship with a new connection.

The full agreement and the fields are optional, but we recommend defining what success looks like upfront, so you can keep moving towards it together.

## **MENTORING RESPONSIBILITIES**

- Actively work toward achieving mentoring relationship goals.
- Share experiences and resources with mentee.
- Drive the mentoring process by identifying measurable goals.
- Provide appropriate information to assist mentee in achieving their goals.
- Share feedback on progress.
- Document progress.
- When appropriate, conclude the mentorship.
- Evaluate the impact of participation on personal and professional development.

## **MENTEE RESPONSIBILITIES**

- Work with your mentor to identify mentorship goals.
- Seek new learning and commit to take action.
- Meet with your mentor at regular/ agreed intervals.
- Initiate and prepare meeting arrangements.
- Invest time to utilise resources suggested by your mentor and implement strategies.
- Share experiences and progress with your mentor.
- Document progress.
- Apply learning to improve growth.
- Evaluate the impact of participation on personal and professional development.
- Fulfil your commitment to your mentor and the mentoring process.
- When appropriate, conclude the mentoring relationship.
- Evaluate the program and your mentor at the conclusion of your partnership.

## **FREQUENCY OF COMMUNICATION**

- How often do you commit to communicating?
- Circle the agreed frequency of communication.

**Fortnightly**

**Monthly**

**Quarterly**

**Other (Specify)**

## **TYPE OF COMMUNICATION**

- Circle the agreed type of communication you will use.

**In person**

**Phone**

**Zoom/Meetup/Other online platform (Specify)**

- If you are using an online platform, please specify who is responsible for scheduling the meeting and sending the meeting link (Mentee recommended). \_\_\_\_\_

#### **RECORD OF COMMUNICATION**

- Who is responsible for sharing notes/minutes and next steps after each catch-up?  
\_\_\_\_\_
- VMA recommends the Mentee creates the agenda and forwards to the Mentor at least one week prior to the scheduled mentoring session, to enable the Mentor to prepare. If the meeting is being conducted online, the Mentee must also send through the meeting link.
- The Meeting Minutes should be prepared by the Mentee and forwarded to the Mentor within two days after the meeting.

#### **MENTEE GOALS**

- As the Mentee, why did you join this mentoring program and what are the top three things you hope to achieve?

**MENTEE GOAL 1:**

**MENTEE GOAL 2:**

**MENTEE GOAL 3:**

#### **MENTOR GOALS**

- As the Mentor, why did you join this mentoring program and what are the top three things you hope to achieve?

**MENTOR GOAL 1:**

**MENTOR GOAL 2:**

**MENTOR GOAL 3:**

#### **EXPECTATION OF ACHIEVEMENT**

- How do you expect to work together to achieve these goals?

#### **CONFIDENTIALITY**

We agree that any sensitive issues that we discuss will be held in confidence. We will define what fits this definition as our relationship grows and will always flag with each other where a particular subject matter is sensitive.

#### **VMA EDUCATION MANAGER SUPPORT**

- The VMA Education Manager will provide support throughout the program.
- The VMA Education Manager will make monthly contact with the Mentor and Mentee to monitor how the mentoring is progressing.
- For any questions throughout the mentoring, email the VMA Education Manager on [education@vma.org.au](mailto:education@vma.org.au)