



Volunteer Mentors are needed to provide support and guidance to Executive Directors in the charitable sector.

The “Ask a Mentor” service of the BoardWorx Executive Director Program (BWED) provides Executive Directors participating in the program an opportunity to seek advice, information, and guidance from knowledgeable and experienced Executive Directors in the charitable sector.

Responsibilities:

- Provide guidance, support, and information to other Executive Directors, as needed via email – providing no more than 2 hours of time to each mentee
- Draws from experiences to provide mentees with the knowledge and tools to deal with challenges
- Acts as adviser, who provides mentees with options and feedback
- Committed to keeping all information disclosed by mentees confidential
- Clarifies with mentee and BWED staff how much time and type of guidance that they are able to provide
- Checks-in with mentee about what they expect to get out of the process and how the mentor can provide beneficial assistance
- When necessary, communicates an inability to fulfill mentee expectations
- Helps a mentee to recognize their abilities and celebrates their accomplishments
- Reports back to BWED staff: hours logged, # of mentees helped, and duration of commitment

Qualities of a Mentor:

- **Supportive**
 - Good listener, encourages, provides suggestions without dictating, accepts choices of mentee etc...
- **Approachable**
 - Non-judgmental, understanding, available within identified boundaries etc...
- **Eager to contribute knowledge and experience**
 - Willing to provide mentees with wisdom and tools to deal with challenges
 - Provides mentees with options and feedback
 - Shares both successes and mistakes
- **Motivational**
 - Keeps mentees motivated and on track
 - Helps mentees to recognize their abilities and to gain confidence
 - Helps mentees with strategy and focus to actualize plans

Skills/Qualifications:

>5 years as an Executive Director in the Charitable Sector and must self identify with strengths in at least one of the following topic areas related to Governance:

- **Board Development**
 - Recruitment, orientation and recognition of board members
- **Strategic Planning**
 - Strong partnering with the board to establish a framework for planning
- **Development (Fundraising, Writing Grant Proposals etc...)**
 - Experience working with the board to secure necessary resources for implementation and maintenance of programs
- **Human Resources**
 - Experience clearly defining and communicating the roles and responsibilities of the Board
 - Experience ensuring that the necessary tools are in place for effective management of staff and volunteers
- **Integrating Diversity**
 - Experience ensuring that the board reflects the diversity of the community served in order to maximize the goals of the organization
- **Board Structure**
 - Experience with board composition, structuring effective committees etc...
- **Effective Communication skills conducive to effective board governance**
- **Conflict Management skills conducive to effective board governance**

Benefits:

- Help other Executive Directors address governance concerns more effectively!
- Receive recognition and reward for experience and performance as an Executive Director!
- Continue to develop leadership skills!
- Opportunity to network with other Executive Directors working in the charitable sector!

If you would like to contribute your knowledge and expertise to helping your peers work more effectively with their board of directors, please contact:

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