



## MMTA Mentor Program

The MMTA Mentor program connects members with experienced professionals for guidance, support, and professional development. Complete this form to help us match you with the most appropriate mentee.

### Yes! I want to become an MMTA Mentor.

Name \_\_\_\_\_

Municipality \_\_\_\_\_

Municipality Type  City  Township  Village  County  Other \_\_\_\_\_

County \_\_\_\_\_

#### Preferred method of communication with mentee

Email exchanges  Phone call

Video call via MS Teams or Zoom  In person (i.e., breakfast/lunch meeting)

#### Preferred schedule

Regularly scheduled  As needed

Areas of specialty (e.g., accounting, TIFs, etc.) \_\_\_\_\_

\_\_\_\_\_

Other concerns \_\_\_\_\_

\_\_\_\_\_

### MMTA Mentor Guidelines

- Share your knowledge and experience. Provide appropriate resources and solutions.
- Encourage use of resources like the Listserv and MMTA’s Resource Manual.
- Share your network of subject matter experts with your mentee to help them connect.
- Determine the best way to communicate for both you and your mentee.
- Maintain regular contact. If you don’t hear from your mentee, reach out monthly.
- Encourage participation at MMTA training events.
- If you both attend a conference, welcome and introduce your mentee to other attendees.
- Be respectful and reliable. Maintain confidentiality.
- Mentors are not responsible for the performance of their mentee. Mentors should not perform a mentee’s job duties or tasks, even under deadline. If your mentee appears to need additional assistance, suggest other resources.
- Each mentee receives one year in the program. Mentors can assist multiple mentees.
- Contact committee chair or association manager if mentee relationship does not meet your expectations or you have any questions regarding your mentor experience.

I agree to comply with the above program guidelines. \_\_\_\_\_