



Membership

Membership of AAPA Mentoring is voluntary. Mentors are responsible to mentor, coach and support Mentees during the AAPA Mentoring Program. The Mentoring Committee is responsible for recruiting and termination of AAPA Mentors and to provide operational support of the Mentoring Program. The Mentoring Committee will determine the number of mentors needed to support the Mentoring Program.

Roles and Responsibilities

AAPA's Mentoring Program activities and Mentors shall be managed by the Vice-President, Mentoring Program, under the direction of the President. The President shall appoint new Mentors in accordance to Mentor nomination and approval policy. The Board of Directors shall provide governance and oversight of the Mentoring Program.

The Mentoring Committee shall have the power and authority to:

- Appoint and remove Mentors, and to prescribe powers and duties for them as required to operate and support the Mentoring Program.
- Develop and maintain the Mentoring Program curriculum; assign mentoring duties and activities, and make policy and procedures for the Mentoring Program.

Criteria for Recommending Candidates

Candidates for mentorship should possess qualifications that will enable them to make a significant contribution to AAPA's Mentoring Program and to the development of Mentees. Mentors will actively participate and support the activities of AAPA Mentoring Program. In recruiting and selecting candidates for Mentorship, Mentoring Committee should evaluate the each candidate's qualifications in the following areas:

1. Commitment to the cause of promoting the advancement of Asian Americans and AAPA's mission. Share the values expressed by AAPA's values and mission statement.
2. Passionate about mentoring Asian American professionals in Corporate America.
3. Participation in AAPA and other Asian American activities and programs.
4. An ability to work as a role model, coach and team player.
5. History of volunteer service to non-profit organizations.
6. Rich life experience and demonstrated leadership in the area of business management, education or community services.
7. Of "good moral character" – maintain good ethnic and character integrity.



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Mentor Nomination Process

8. An ability to bring other substantial resources to AAPA, such as influential connections with potential donors, business or political leaders.

Mentor Responsibilities

Mentoring Meeting Attendance

- Attend regularly scheduled meetings and major AAPA events; read background information and come prepared to discuss information.

Develop Mentoring Program curriculum

- Collaborate and develop Mentoring Program workshops, presentations, training and other mentoring materials. Model personal and organizational development, and provide inspiration and leadership.

Provide Mentoring

- Mentor, coach and support Mentees to develop personal and career goals and to achieve maximum potential. Develop and manage the mentoring relationship with Mentees. (A minimum of 1 on-on-one mentoring assignment per year)
- Active participation of Mentoring Program activities and assignments.

Conduct Mentoring workshops and presentations

- Conduct Mentoring workshops and presentations. Participate in workshops and support the workshop presenter. (Attend a minimum of 5 workshops and networking sessions per year)

Networking and Recruiting

- Recruit new Mentors and Mentees.

Support AAPA

- Participate and contribute to AAPA activities.
- Participate in identifying needs and opportunities for advancing the mission of AAPA

Role Model

- Mentors serve as positive examples by virtue of their productive lives and actions.



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Mentor Nomination Process

Nominations and Elections Process

It is important for AAPA to maintain the high quality of its Mentors. As such, this nomination process is established to ensure a consistent and thorough review of potential Mentor candidates.

- An existing Mentor must be able to vouch for and nominate a potential Mentor candidate.
- The Nominator requests the candidate to prepare an AAPA – Mentor Profile Form, a short bio, and a resume for submission to the Mentor Committee.
- An informal interview of or meeting with the nominee is required. There needs to be fellow mentors present, to establish clear and realistic expectations.

Note: This can be done at the Mentor Orientation or at any time prior to the start of the Program year.

- Endorsement from two other mentors is required to approve the nomination.
- Election of Mentor candidates will be conducted at a scheduled Mentor committee meeting.

Note: A simple majority vote is required to elect new Mentors.

The sponsoring mentor(s) would be responsible to provide support for the new mentor during the year.

Term

There is no term limit on Mentorship, however active participation on the Mentoring Program is required.



ASIAN AMERICAN PROFESSIONAL ASSOCIATION

Mentor Profile Form

Name:	
Contact address:	
City, State, Zip:	
Phone: (Office):	(Cell):
Email:	Fax:
Languages spoken (please indicate primary):	
Firm & Occupation:	
Professional Experience and Organizations (e.g., title, company and brief explanation of major responsibility):	
Professional Affiliations:	
Educational Background:	
Volunteer Experience, Hobbies:	
Proudest achievements:	

Why are you interested in being a mentor?

What subject(s) do you feel most comfortable discussing with the mentees:

Please provide this form to your sponsoring mentor for submission and consideration. Any questions regarding this form should be presented to your sponsoring mentor.

Thank you.