WLMP Peer Mentor Commitment & Responsibilities

(Subject to additions.)

☑ Make a **two-year commitment** to the position.

☑ Attend the WLMP August Orientation and Spring Semester Symposium.

☑ Meet with mentee on a regular basis to establish working relationship, support mentee in establishing and meeting goals, and solving problems that interfere with mentee's success at school or at work.

☑ **Check in with mentee at least once a week** either in-person or electronically and meet with mentee **in person at least once a month**. Keep in mind that these are minimums; we encourage more contact.

☑ Keep the discussions between you and your mentee confidential. Be careful about sensitive personal issues. The mentee's personal or family life may be difficult to discuss, particularly early in the relationship. However, if you sense that your mentee is struggling, her safety is in jeopardy, or she is in need of more support, you must contact WLMP staff immediately if possible.

☑ Do not abuse alcohol, tobacco or drugs when with your mentee.

☑ **Meet each semester with WLMP Specialist** to discuss quality of mentoring relationship and mentorship training.

☑ **Remain active** by attending program events, as detailed in WLMP calendar.

☑ **Report any issue** in mentoring relationship or area of concern related to mentee immediately to WLMP staff members.

☑ **Respond to emails** and outreach in a timely and professional manner; keep in contact with WLMP staff Reach out to WLMP staff any time that you need support and guidance.

☑ Complete evaluation documents as requested by WLMP staff.

☑ Represent the WLMP in a professional manner at all times.

I agree to take on the responsibilities of a WLMP Peer Mentor to the best of my abilities. If at any time, I cannot honor these responsibilities, I will notify WLMP staff as soon as possible.

____________________
Name (print)

____________________
Signature

_______________
Date