

Policy Title: JBG Mentorship	Policy Number: 027-JBG	Pages 2
Date: September 29 th 2022	Supersedes: NEW	
Cross Reference:	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Purpose

To assist new JBG Trustees and Community Members in their growth and development in their roles on the board and/or JBG committee(s) through their appointed mentor liaison.

2.0 Policy Statement

Trustees and Community Members are required to become knowledgeable about the affairs of the JBG and their respective member organizations -St. Joseph's Villa Dundas, St. Joseph's Homecare, and St. Joseph's Healthcare Hamilton. This includes governance processes, roles and responsibilities and obligations as members of the JBG and/or JBG Committees and sub-Committees. In order to assist new Trustees and Community Members to gain knowledge and experience a Mentor is offered to every new JBG member their first year.

3.0 Definitions

Mentor:

An experienced JBG Trustee who will provide guidance to a mentee in their development and education as a new Trustee or Community Member.

Mentee:

A newly appointed JBG Trustee or Community Member.

4.0 Procedure

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- 4.1** Each year the Nominating Committee of the Governance Mission and Values Committee will assign Mentors and Mentees for every Trustee and Community Member that is in their first year. Mentors may also be assigned to any Trustee or Community Member that requests.
- 4.2** The Mentor and Mentee will be introduced as part of the confirmation email to newly appointed Trustees and Community Members upon their acceptance to the JBG.

5.0 Mentor Role and Responsibilities

Upon agreement by the JBG Trustee to act as a Mentor, they will:

- a)** Be available to provide guidance and answer questions from Mentees whether by email, telephone or in-person meetings.
- b)** Contact the Mentee prior to their first Board or Committee meeting to welcome and assist them with any questions.
- c)** Refer the Mentee to the appropriate resources.
- d)** Throughout the year:
 - i. Meet/contact the Trustee or Community Member from time to time to during the first year to see they requires any assistance.
 - ii. Provide advice to the mentee on matters relating to their development.
 - iii. Provide ongoing feedback to the Mentee

6.0 Evaluation

At the end of the Board year Mentors and Mentee will be asked to provide feedback via and Evaluation Survey to the JBG Chair and Vice-Chair. Telephone and/or in-persons may also be set up as required. Survey will be utilized to share key learnings and enhance the JBG Mentorship Program.

7.0 Policy History: September 29th 2022

8.0 Next Scheduled Review Date: September 2025

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