



# Leadership Mentor Program Guidance Document

## OBJECTIVE

1. The Leadership Mentor Program (LMP)'s primary goal is to assist new committee and section leaders adjust into their new role by matching each new leader with a mentor that is currently or has previously served in a similar capacity within WEAT.
2. To utilize the experience gained by previous leaders and pass it down to newer leaders in order to create continuity in WEAT Leadership expectations and keep committees active and healthy.

## PARTICIPANTS

- **MENTEE**—newly elected committee or section leaders, vice chairs or co-chairs
- **MENTOR**—WEAT leaders with previous committee or section leadership experiences

## GUIDELINES

- Mentor should be paired with new leader (mentee) in the same geographical area to facilitate face-to-face meetings
  - WEAT Vice President will determine these pairings with input from other board members
- Mentor should initiate the relationship with a call to request an initial in-person meeting with mentee to discuss the objective of LMP.
  - Sample list of talking points for first meeting
    - Review the WEAT committee goals and duties
      - Promote WEAT to aid in increasing membership
      - Educate the industry on subject matter
      - Provide TexasWET article once per year
      - Provide quarterly reports to WEAT board
      - Submit annual award nominations
      - Review and rank abstracts on subject matter for Texas Water
    - Establish mentor AND mentee expectations for the relationship
    - How WEAT can help support them in their new role
    - Recruiting and retaining committee members
    - Committee/section member engagement
    - Guidance on current/modified mission statement for the committee
    - Importance of submitting board reports prior to regular board meetings
- Mentor should check-in with mentee **at least once per quarter** for general support and guidance. Ideally this check-in should occur prior to WEAT board meetings to help both parties discuss committee accomplishments and how to promote these to the board.
  - Sample check-in questions:
    - Review committee or section Activities
    - Discuss level of active participation among committee/section members
    - Discuss/troubleshoot current struggles with committee/section members
    - Committee/Section organizational structure
    - Recruiting and retaining committee/section members
- Mentors may also provide additional guidance to the mentee on various topics that include, but are not limited to: submitting TexasWET articles; reviewing/scoring Texas Water abstracts; academic outreach; increasing WEAT membership; educating committee/section members on specific topics; coordinating webinars and symposiums; assess current goals and establishing future goals for the committee or section; etc.