



Mentor Checklist

- Attend the first virtual meeting with the mentee facilitated by GMA staff
- Follow up within the first two weeks of the meeting to see how the mentee is doing and what questions they may have. Share resources with them that you have found beneficial to you in your role over the years
- Schedule a monthly check-in. It can be a phone call, virtual meeting, or in person. We highly encourage you to check in with your mentee in one of these ways and not with just an email. Emails are encouraged throughout the year to share information, send motivational notes, etc., but each month take the time to SPEAK with your mentee. Also, you may want to consider an agenda so that you can be prepared; however, at the same time, be flexible so that it can be open and personal
- Visit the mentee's city at least one time within the first three months of the program.
- Invite your mentee to your city (e.g., attend a meeting, community event, etc.)
- Encourage mentees on various training opportunities and events in which they can build their networks
- Set goals and expectations to help guide the mentorship