

## ASM Board of Trustee Mentor Guidelines

ASM Board of Trustee Mentor's are responsible for orienting and assisting ASM Student Board Members during their term (3-4 meetings) on the ASM Board of Trustees.

**Eligibility** - Trustees eligible to be considered as mentors are those that are continuing their term on the Board through the upcoming year. This excludes those Trustees retiring from the Board in October as well as incoming trustees.

Following are the expectations and responsibilities of an ASM Board Mentor:

1. **Official Welcome** - Officially welcome the Student Board Member (SBM) upon assignment as a Board Liaison.
  - a. Introduce yourself via **email** and possible follow-up via **telephone call**. Share professional background, ASM volunteer activities, and position on the Board as well as any personal information you care to share.
  - b. Answer any questions.
  - c. Ensure the student reviews the Handbook.
  - d. Encourage the student to start his or her term quickly by reviewing past content and meeting with other students to ramp up quickly.
2. **Strategic Planning** – Strategic Planning will typically be the first meeting the SBM attends.
  - a. Make arrangements to personally greet them upon their arrival to the meeting site. A lunch may also be scheduled (if appropriate with venue of first meeting) which would be appropriate for the mentor to attend and escort the SBM
  - b. Introduce them to the ASM Trustees, staff, guests, etc. Answer any specific questions relating to the Strategic Planning Meeting materials, activities, etc.
3. **Board Meetings** – 3-4 per term
  - a. Check in advance of meeting if SBM has any questions, requires clarification, etc. of any of the Board agenda materials.
  - b. Provide assistance and direction and encourage their input and participation.
4. **MS&T**
  - a. Review the schedule of activities and make recommendations on various attendance, etc. especially the student activities and meetings.
  - b. Make arrangements to meet and participate together at ASM Annual Meeting, Awards receptions, etc.
  - c. Introduce them to ASM members.

**INTERACT AND SUPPORT!**