



GUIDELINES FOR AILA YP NSW MENTORING PROGRAM 2019

Participants who wish to take part in the Australian Insurance Law Association Young Professionals (AILA YP) AILA YP NSW Mentoring Program (**Program**) must agree to comply with these guidelines in order to be accepted into the Program. Any references in these guidelines to "AILA" are references to the AILA NSW branch.

1. Participation in the Program is voluntary. However, in order to participate in the Program, mentors and mentees must be current members of AILA at the time of completing the mentoring application form.
 2. Once AILA has matched mentors with mentees (the **Mentor Group**), AILA will email the paired mentor and mentees to initiate lines of communication. By completing an application form, you consent to AILA disclosing your nominated contact details to the Mentor Group you are matched with.
 3. AILA will use all reasonable endeavours to match mentees with suitable mentors. However, AILA has no control over the number of applications it will receive from potential mentors and potential mentees.
 4. Once a Mentor Group has been formed, it is expected that the Mentor Group meet once a month, for six months, to discuss various topics. AILA will assist in guiding conversation by providing monthly topics, however, the experiences that will provide added value to each topic will be provided by the Mentor.
 5. Confidentiality is a fundamental aspect of the mentoring relationship. Mentors and mentees must respect the confidential nature of information disclosed and discussed during mentoring sessions. You agree not to disclose any information discussed during mentoring sessions to any third party, except with the consent of the person providing the information.
 6. Mentors and mentees must respect each other's time and other commitments. The Mentor Group should agree amongst themselves the timing and format of mentoring sessions, aiming to meet monthly. AILA recommends a mentor should be able to commit to participating in a one-hour mentoring session every four weeks. In the event of unforeseen circumstances, one to two business days notice should be provided by the Mentor to all Mentees, and attempts to reschedule the Mentor Group monthly meeting should then be made.
 7. There will be no financial compensation to or payment from any member of the Mentor Group. For example, if it is decided that the Mentor Group is to meet for coffee each first Tuesday of every month in Sydney CBD, then every member of the group is expected to pay for their own food or beverage. The only financial outlay necessary to participate in the Program is membership as outlined in #1 above.
 8. Mentors and mentees are expected to commit to a mentoring relationship for the 2019 calendar year. However, if circumstances arise which prevent either party from completing the 2019 mentoring period, please provide written notice to AILA (via email to office@aila.com.au) immediately so that, if possible, other arrangements can be made.
 9. Mentors and mentees agree that the Program must not be used for any purpose other than mentoring.. For example, mentors and mentees must not use the Program or the mentoring relationship as a means of exploring recruitment possibilities.
 10. AILA's role in the Program is limited to matching potential mentors and mentees, providing topics of discussion and (at AILA's ultimate discretion) providing one "check in" event throughout the year and/or one wrap up event. AILA is not responsible for any loss or damage suffered by any party as a result of, arising out of or in connection with the Program.
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