

## Mentor Pair Agreement

**Having clear expectations of how mentoring will work and what to expect from each other is the best way to start a mentoring relationship.**

When you and your mentor first meet, you should read through and sign this mentor pair agreement together.

1. We will work to build a professional friendship, built on honesty, trust and mutual respect.
2. We understand that mentors will share updates about the mentoring sessions with Arts Emergency, and that they must tell Arts Emergency if they are worried about a mentee's wellbeing.
3. We will be punctual for mentoring meetings. If punctuality or independent travel is an issue for any reason, we will discuss this together.
4. We will work to understand each other's perspectives. We know we can use the 'Getting to know you' form to understand each other better: [arts-emergency.org/sessions](https://arts-emergency.org/sessions)
5. If we need to cancel a meeting, we'll explain fully and try to give as much notice as possible.
6. We will decide on the best way to communicate with each other and how we'll meet, whether in person or online. We will use our emails throughout the year, making sure to reply promptly.
7. We will always have meetings in a convenient public place or online where we both feel comfortable.
8. We will never meet at each other's homes.
9. We understand that we need to provide regular reports to Arts Emergency about the mentoring experience. For mentors, this is after every session. For mentees, this is quarterly in 'check ins'.
10. We will not follow each other on social media. We can use text or Whatsapp for short conversations, but the majority of conversations will be via email.
11. We will aim to meet once a month. We can be flexible with busy times, but we will communicate this to each other clearly and schedule the next meeting in advance.

**Mentee Signature:**

**Mentor Signature:**

