

ORANGE COUNTY HIV PLANNING COUNCIL

Policies and Procedures

Subject: Mentoring Guidelines

Number: XII

Date Effective: September 25, 1996

Revised: 6/9/99, 2/11/15, 5/15/17,
1/9/19, 2/10/21, 2/8/23,
3/12/25

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1. **PURPOSE:** The purpose of this document is to set forth the policies and procedures relative to the mentoring of new HIV Planning Council (Council) and Committee members.
 2. **FUNCTIONS:**
 - 2.1. To provide incoming members assistance during their orientation to the Council and/or Committee.
 - 2.2. To shorten the learning curve of incoming members.
 - 2.3. To provide guidance with respect to the meeting process.
 3. **SELECTION:**
 - 3.1. Mentorship requests are managed by Planning Council Support.
 - 3.1.1. A mentor can be requested by an existing member, a future member who is pending Board of Supervisor approval, and potential members interested in becoming a member.
 - 3.2. Planning Council Support will assign an appropriate mentor for each new member upon joining council or as requested for existing, future or potential members..
 - 3.3. The mentor will be compatible with the new member as much as possible.
 - 3.4. The mentor should be sensitive to the unique needs of the new member and offer appropriate help as needed.
 4. **MENTOR RESPONSIBILITIES:**
 - 4.1. Introduce yourself to the new member within two (2) weeks of being selected as the mentor.
 - 4.2. Sit next to the new member during the meetings.
 - 4.3. Offer to meet with the new member (in person or via phone) to help with any questions or concerns.
 - 4.4. Be available for ongoing consultation.