



American Peony Society

MEMORANDUM OF UNDERSTANDING (MOU) MENTORING RELATIONSHIP

We, the mentor, (printed name), and mentee, (printed name), are both voluntarily entering into this mentoring relationship and have mutually agreed upon the terms and conditions of our relationship as outlined below and contained in the APS Mentorship Program Policy.

Goals

This mentorship engages the mentor and mentee in a relationship whereas the mentor shares, educates and nurtures the mentee's interest in (a specific topic).

It is anticipated that subordinate goals of the mentoring relationship will develop and evolve over time. Areas of focus of this mentoring relationship may be modified as the relationship moves forward. Below are some examples of areas wherein the mentor may provide advice, assistance, and encouragement.

- Referring mentee to skill development workshops or seminars.
- Referring mentee to available literature, studies, and other documents of interest
- Offering opportunities or suggesting committee membership.
- Identifying opportunities for bulletin articles submission.
- Recommending mentee for additional mentorships.
- Vetting mentee for potential as mentor for related topics of their expertise.
- Identifying service opportunities in local, state, or national organizations.
- Networking--Linking the mentee with other members and local societies for further growth.

Accountability

Although the mentor may provide advice in many areas, it is the responsibility of the mentor and mentee to develop and achieve specific goals to maintain topical focus.

Frequency of Contact and Documentation

We will make a good faith effort to meet at least _____ times each _____. We will keep a record of the dates when meetings are held. A mentorship committee member will periodically contact both mentor and mentee to monitor the success of the relationship and gather information for mentorship committee reports.

Confidentiality

Any sensitive topics that we discuss will be held in the highest confidence. No topics will be considered mandatory to discuss.

Duration of Relationship

We have determined that our mentoring relationship will continue until the agreed upon goals have been achieved or additional subordinate goals established, not to exceed two years. There is an expectation that the mentor limit extensions in order to allow other mentorships with other interested mentees. Mentees are invited and encouraged to request mentorships on additional subjects upon successful conclusion of this mentorship.

Publicity Release

By entering into this agreement, we authorize the publication of our names and mentorship relationship on any APS media unless declined by initialing here _____.

Termination of MOU

We are committed to open and honest communication in our relationship. Upon agreed successful completion of the mentorship goals or other occasion which necessitates ending the relationship, either party may terminate the relationship with notification to the Mentorship committee.

Mentor _____ Date _____ Mentee _____ Date _____