

Date	
Charity	
Principal contact	
How did you hear about us?	
Have you ever had a mentor?	
Activity	
Background	
Project Scope	
Charity Mentors' Role	<p><i>It has been explained that the mentoring model on offer is strategic rather than advice-specific and has the following parameters:</i></p> <ul style="list-style-type: none"> • <i>Aims and desired outcomes of mentoring project clarified at first meeting</i> • <i>Short term – 4-5 months in first instance</i> • <i>Outcomes of the project written up by organisation and agreed by mentor</i> • <i>Mentor will not act as an advisor or consultant. Their role is to encourage mentees to optimise their own problem solving abilities and knowledge, so that decisions can be made on the basis of all available information and the analysis of all possible options.</i>
Name & email of chair	<p><i>When Charity Mentors is providing a mentor for the CEO/manager of an organization, we always like to contact the chair as a matter of courtesy so that they are aware that you are working with a mentor. The details of your mentoring project are never shared with your chair by us but we would hope that you will feel able to share some of the outcomes with them:</i></p>

Participation in a mentoring project will be taken as your acceptance of these terms and conditions.

- **Relationship with Board.** *The Trustees or Directors of your organisation must be informed and agree to a mentoring project taking place. We need written confirmation from the chair of trustees that this is the case before a project can proceed beyond a first meeting.*
- **Confidentiality.** *The mentoring process is confidential to you and Charity Mentors. At a mentor's discretion, aspects of the project might be discussed within Charity Mentors if the mentor feels it would be helpful but only under conditions of utmost confidentiality. Details of matters discussed will not be passed on to anyone else without permission unless a mentor discovers something potentially illegal or the mentor believes there is risk of significant harm to an individual(s).*

- **Information to be shared.** Exceptions to confidentiality. The fact of the project taking place is not confidential and may be shared by Charity Mentors or by your organisation. The outcomes from the project should be shared with your trustees.
- **Responsibility for decisions.** Neither an individual mentor nor Charity Mentors can take any responsibility for decisions made, whether on the basis of advice given or not. Responsibility for decisions made remains at all times with the trustees of your organisation.
- **Complaints procedure.** In the case of difficulties, the coordinator should be contacted. Charity Mentors has a formal complaints procedure for situations where these difficulties cannot be resolved informally. Please ask the coordinator.
- **References for funding applications:** Charity Mentors will not give references for funding applications or discuss mentoring projects with potential funders.
- **And finally, our privacy policy.** Please look [here](#) to see how we use your organisation's data and what we store.