**Kentucky SILC**

**Mentoring Program**

# **POLICY**

The Kentucky Statewide Independent Living Council shall provide Mentors to all members for support and guidance.

## PROCEDURES

1. The At-Large Members shall serve as the Mentors.
2. At-Large Members shall bring all Mentoring issues to the Executive Committee.
3. At-Large Members shall provide a verbal report on all Mentoring activities to SILC.
4. SILC Members shall transition from old to new At-Large Members as At-Large Members terms expire.
5. New members first year:
   1. Mentor shall contact new member within seven (7) working days of learning of new member appointment to introduce self, mentoring program and overall SILC information.
   2. Mentor shall contact new member at least three (3) working days prior to SILC Orientation to review overall SILC information and to offer assistance in getting ready for Orientation and first SILC meeting.
   3. Mentor shall attend New Member Orientation to support their Mentee.
   4. Mentor shall contact new member within fourteen (14) working days of conclusion of the new members first SILC meeting to review SILC materials and provide any follow up.
   5. Mentor shall contact new member within three (3) working days prior to all future SILC meeting held in new member first year.
6. New Members second year:
   1. Mentors shall contact the second year member at least two (2) times during this second year to offer assistance and provide guidance as needed by new member.
   2. Mentors shall also provide any additional assistance as requested by the new member.
7. New Members third year:
   1. Mentors shall contact third year member at least thirty (30) working days prior to end of their term to offer thanks for service to assist with any transitions.
   2. Mentors shall also provide any additional assistance as requested by the new member.
8. Second Term Members:
   1. Mentors shall provide any assistance as requested by the member.
   2. Mentors shall contact the second term member in their third year at least thirty (30) working days prior to end of their term to offer thanks for service to assist with any transitions.

Adopted: June 2015