

Frequently Asked Questions (FAQ's)

Do I need to be a member of AMCTO to participate in this program?

Yes, the mentorship program is only available to AMCTO members.

How long does the program run?

The official 'start' of the mentoring program is in September and will conclude in June of the following year. When you apply, you are committing to participate in the program for at least a full nine months.

Can I continue my mentoring relationship after the nine months?

Yes and we encourage it. If you both agree you can continue as long as you like. Be aware however, that the formal program support is only in place for the 9 months that the official program runs.

When does intake for applications open?

Specific application dates can vary from year to year but will take place around the beginning of June with selection and matching to occur in August.

Please check our website for specific program dates.

When does intake for applications close?

Applications are usually accepted for a period of 3 – 4 weeks. The exact deadline will differ year to year and will be included in any formal communications send to members.

Please check our website for specific program dates.

Is there a charge to participate in this program?

There is no charge for any members to participate in the program.

I have already self-identified someone to be my mentor/mentee, can I apply to the program and ask for that person specifically?

Yes you can, however we will only consider matching people together if both parties have agreed to work together. Each party should specifically request to be matched with each other.

Does everyone get a match?

While every effort is made to provide all applicants with a match, AMCTO cannot guarantee that you will be placed in the program due to limited enrollment opportunities. This process and decision-making is determined by a small team of volunteers and staff that work to establish appropriate matches in any given year.

I was matched with someone who is not a good fit for me. Why did this happen?

AMCTO will do its best to find you the best match possible given the pool of mentor candidates. Unfortunately, we can't ensure there will be a mentor who meets all of your requirements. Our aim is to find every mentee a mentor as best we can and that sometimes means that both mentees and mentors need to be flexible when it comes to expectations about their match.

What happens if I don't get matched?

We do our best to find everyone an appropriate match, but it all depends on the number of applicants each year. If we are unable to find you a match we will notify you before the onset of the program in September.

The first year of the program will only take on a modest number of applicants to ensure the program can grow and develop in a manner that allows it to improve year on year.

Why am not able to be matched in my region?

While AMCTO likes to match individuals in a manner that suites them best, the overriding factor for matching applicants is based on suitability as opposed to geography.

Can I mentor more than one mentee?

While AMCTO is open to exploring this option in the future; the current program is seeking to match only a select number of mentors and mentee's at this time.

If I have a question about my match who do I reach out to?

It is best to speak with AMCTO staff responsible for the mentorship program.

How often should I meet with my partner?

You can meet with your partner as often as you like, but it is important to meet at least once a month or every 4-6 weeks in order to maintain a valuable relationship. Some professionals have less discretionary time than others; therefore, an ideal approach for staying in contact can be by Videoconferencing (i.e. Skype, Facetime etc.), e-mail or telephone calls. Accessibility and maintaining contact is essential for the relationship of mentor-mentee. We also recommend a minimum of 1 – 3 hours per month.

How and what are we going to talk about during our first meeting?

You and your partner have been connected and will have the opportunity to get acquainted through the opening session held by AMCTO. Beyond this, it is recommended that the mentee take an active approach to connecting regularly through a schedule of touch points and with the mentor engaged and open to this degree of engagement.

What do I tell my partner about myself?

Your partner is probably very interested in your professional life. Share with him or her information about yourself and how you became interested in the profession, your current role at your municipality and/or any involvement with AMCTO.

You may share personal information at your discretion. Some people may wish to connect with you personally as a general point of reference. If you are uncomfortable with this, however, it is imperative that you share this at the outset.

What kinds of activities can I do with my partner?

There are many possibilities but the activities will depend on both parties' availability. Most of us are very busy but try to schedule a social activity ("virtual" coffee, both attend a networking event or an AMCTO event) from time to time.

With this in mind, it is important to discuss boundaries and expectation early on.

What do I do if my partner shares very serious problems or confidential matters with me?

If you believe that a professional is needed, you may suggest that your partner speak to a staff member at the AMCTO office who will refer them to an appropriate person for assistance. Also, be sure to tell your partner that the information discussed will not be shared with friends, family members, or colleagues.

What do I do if the relationship with my partner is not working (i.e. lack of interest)?

If after a few interactions, it is clear that the relationship will not work, please first call AMCTO staff for advice and the exploration of possible solutions. Matching mentors and mentees is very challenging. It may be that we will have mentor/mentee matches that just do not work.

If irreconcilable differences arise, please notify AMCTO as early as possible as we may be able to re-match you with another partner.

What is the Mentor / Mentee Agreement and why is it so important?

The agreement serves as the backbone for the mentoring relationship. It provides the framework for the scope of the relationship and acts as a contract between the mentor and mentee. You will need to discuss this agreement during your initial conversation or meeting. It serves to determine the confidentiality standards, establish the boundaries

for the relationship, help you set your meeting schedule, and set out ways to monitor progress. Templates are given to all participants once accepted into the program.

Can I accrue PDUs for participation in the program?

For any AMCTO members who hold a professional designation with the association; mentors and mentees can account for PDU hours related to their involvement in this program.

How do I account for the time I have spent in the mentoring program?

PDUs can be claimed after verification of the fact that you are a participant in the program for any given year. However, you must maintain your own log of the actual time spent with your mentee /mentor.

You must also ensure that you and your mentee/mentor are in agreement as to the time that you have spent together.

Have more questions about the mentoring program? Please reach out to the AMCTO staff contact at any time.