



**OFFICE OF  
MULTICULTURAL INTERESTS**



# **LEADERSHIP AND GOVERNANCE PROGRAM 2025**

Mentor terms and conditions

16 April 2025

# **Leadership and Governance Program 2025**

## ***Stepping Up to the Challenge* Mentoring Program**

### **Mentor terms and conditions**

## **Objectives of the mentoring program**

The purpose of the Department of Creative Industries, Tourism and Sport's Office of Multicultural Interests (OMI) Leadership and Governance Program is to support equitable representation of people from culturally and linguistically diverse (CaLD) backgrounds on public, private or not-for-profit (NFP) sector boards and committees.

The principal objective of the OMI mentoring program is to support OMI Leadership and Governance Program participants in their board governance journey. The program guides and assists participants in nominating for and securing places on a board or committee in a public, private or NFP organisation.

## **Stepping Up to the Challenge: 12-month Mentoring Program**

In the context of the OMI mentoring program, mentoring is a relationship between an experienced board member selected by OMI and a mentee who has completed the OMI Leadership and Governance Training Program.

The mentor provides guidance and assistance to the mentee in their journey to seek out, nominate for and secure a place on a board or committee. The mentee is seeking information and knowledge about the workings of boards within the public, corporate and not-for-profit sectors.

The *Stepping Up to the Challenge* mentoring program is a structured program over 12 months. Mentors and mentees are matched, trained and sign an OMI Partnership Agreement which outlines the two fundamental principles of the partnership which are confidentiality and mutual accountability.

The mentoring process will be in a semi-structured format, as a one-on-one relationship between the mentor and the mentee. The mentoring session can take place face-to-face, via telephone and online over the 12-month period, with the suggested duration of each session approximately one hour. It is encouraged that the first meeting takes place face-to-face.

Mentorship will be monitored by OMI and the experience formally evaluated at the end of the 12-month period. The monitoring will be conducted through confidential separate check-in conversations with both mentees and their mentors.

The mentee is required to be proactive and help to create an agenda and a relationship that reflects the types of governance/board goals they would like to achieve. Mentors are volunteers who are offering their valuable time to the mentees. To reflect this, mentees are advised it is their responsibility to make the most of that time and, importantly, set the agenda for each mentoring session. The primary purpose of the mentoring relationship is to help develop the mentee to step up to board responsibilities.

## The benefits of mentoring

Mentoring is an effective means of preparing OMI Leadership and Governance Program participants (mentees) to take on new board positions and participate in the work of the board. Mentoring is an efficient way of sharing knowledge and developing cross-functional understanding between experienced and less experienced individuals. It reduces the steep learning curve for any prospective board member and allows them to engage productively early in their board tenure.

The *Stepping Up to the Challenge* mentoring program aims to create a secure, safe and welcoming introduction to board practice. The program aims to be a win–win experience for both mentees and their mentors.

## The benefits for the mentor

- Recognition as a successful board member.
- Opportunity to reflect on own skills and practices.
- Chance to stay current in the field of governance.
- Increased feeling of self-worth from contributing to an individual's development.
- Deeper levels of communication resulting in increased levels of trust.
- Exposure to fresh ideas and new insights.
- Personal satisfaction in sharing experience.
- Sense of pride in a mentee's accomplishments.
- Strengthening professional networks.

## OMI mentor roles and responsibilities

### Mentor Role

- Participate in a positive mentoring experience that supports the learning journey to enable the mentee(s) to nominate for and secure places on a board or committee.
- Contribute experience and share wisdom on issues relating to governance by increasing the mentee(s)' practical knowledge,
- Establish and maintain a relationship of mutual trust and respect with the OMI assigned mentee(s),
- Offer insights on board dynamics, governance and leadership, with no background politics or hidden agendas.
- Provide support to build confidence and expand governance skills by providing an opportunity for deeper thinking, reflection and guidance.
- Facilitate group mentoring and individual mentoring sessions in accordance with the needs of the group.
- Provide honest, authentic and constructive feedback.

### Mentor Responsibilities

- Make a necessary 12-month commitment to the program.
- Attend the mentoring training and orientation session on **Saturday 30 August 2025**.
- Meet allocated mentee(s) for at least one hour every month for 12 months.
- Link mentee(s) with relevant board opportunities they may become aware of that may arise during the 12-month program.
- Provide general feedback to OMI about mentees' progress to achieve the objective of the program.
- Provide information necessary for OMI's evaluation of the program.

### Mentor Requirements

- Current or previous membership on a board and either self-employed or employed in a leadership role.
- Experience on boards and committees.
- A desire to be an OMI mentor and be willing to share governance expertise.
- A willingness to share knowledge and a desire to advance the mentee's understanding of board governance and assist them to nominate for and secure places on a board or committee.
- Commitment to increasing cultural diversity on boards.

## Mentor-Mentee Time commitment

One hour every month for 12 months (dates and times to be confirmed between the mentor and mentee). Determine and self-regulate any extra time required for one-on-one mentoring between mentor and mentee.

## Meeting place

The mentoring sessions will be held at a place determined by the mentee and mentor.

## Confidentiality and mutual accountability

Mentors and mentees are asked to follow the OMI Mentoring confidentiality and mutual accountability requirements below.

These statements and boundaries provide important guidance to both mentors and mentees regarding their mentoring relationship and protect the rights of all mentoring program participants.

The requirements are:

- All conversations must be held in strict confidence.
- Trust, confidentiality and mutual accountability are critical components of the mentoring relationship and must always be maintained.
- The mentor and mentee must participate actively in all mentoring sessions.
- The mentor and mentee must be committed to the mentoring relationship.
- Professional conduct must always be maintained throughout the mentoring relationship.
- Any mentors or mentees who are having difficulty in their mentoring relationship should contact OMI, who will discuss the appropriate course of action.

**Failure to comply with any of the above by either the mentor or mentee can lead to the termination of the OMI mentoring relationship.**

## Further information

For further information about the OMI Leadership and Governance Program, please contact [engage@omi.wa.gov.au](mailto:engage@omi.wa.gov.au)