CEO/Executive Director Mentor Commitment Form

Name: _______________________________    Date: __________________

Mentor Qualifications & Responsibilities

• The mentor must be currently serving as an Executive Director, CEO or President of a hospice organization and have a minimum of three (3) years of executive hospice leadership experience, five (5) years preferred.
• The mentor will need to complete an application and submit a resume and commitment agreement online through NHPCO’s website.
• The mentor must be available for at least one monthly phone call with the mentee and be willing to communicate via email with the mentee on a regular basis, based on the needs of the mentee and the arrangement made between the mentor and mentee.
• The mentor will need to respond to 3-month and 6-month evaluation surveys during the course of the project.
• The mentor will partner with the mentee to work toward and/or achieve the goals established by the mentee, as identified in the mentee’s application.
• Participate in a mentor orientation conference call before mentoring and a wrap up conference call at the conclusion of each mentoring engagement.
• The mentor will need to commit to the success of the mentee and initiate the leadership in the newly developed mentor/mentee relationship. There will be times when the mentee does not know what or how to ask certain questions, so developing a relationship of transparency will ensure the success of the mentee and his/her professional growth.
• The mentor will have the right to opt out of the mentor program if the mentee is not meeting the responsibilities listed below. Efforts should be made to discuss the issues with the mentee first.
• The mentor will communicate with the Mentor Program Coordinator regarding any concerns about the mentee or the mentor program.
• The mentor will notify their mentee and the Mentor Program Coordinator immediately if unable to fulfill their role as a mentor.

If accepted as a mentor, I agree to honor all of the responsibilities listed above. I understand that I may be asked to discontinue my role as a mentor if I am not honoring these responsibilities.

Signature: _______________________________