

## **Mentorship Program Guidelines for Mentees**

The goal of the program is to assist individuals interested in entering our industry and to create a stronger agricultural industry for New Brunswick. The program provides an opportunity for individuals to learn first-hand from successful agricultural producers and experts who can provide guidance during the crucial exploratory phase. The program will be used as an incentive for new and potential farmers to gain information about farming in the New Brunswick.

The program has two elements: **AgriDiscovery** and **AgriMentor**.

**AgriDiscovery** is intended to assist individuals exploring the possibility of entering the agricultural industry by connecting them with a mentor who can answer their questions, access resources and provide an opportunity for networking with key people within the industry.

**AgriMentor** is intended to assist individuals who have completed AgriDiscovery and for new and existing farmers who want to obtain mentorship to further increase their knowledge about a specific commodity or in business management skills and practices.

### **Eligible Participants:**

- For **AgriDiscovery**: individuals who would like to explore the possibility of entering the agricultural industry and new entrants.
- For **AgriMentor**: individuals who would like to further explore the possibility of entering the agricultural industry, new entrants and existing producers who would like to expand their operation to another production.

### **\* Please note: Mentors and Mentees must be at Arm's Length**

**Definition of Arm's Length:** A person or entity is considered to be at arm's length if they are not related to the applicant, and are not affiliated or controlled by another member of the applicant's business. Related individuals are defined as those that are connected by blood relationship, marriage, common-law partnership or adoption.

**The program also excludes *employer - employee relationship with remuneration during and for 6 months before the mentorship period.***

### 1) **Eligible Activities Include:**

- Meetings between the mentor and mentee including phone calls, emails, and visits to their respective operations to enable the mentee to gain a better perspective of the mentor's operation and agriculture in general;
- Assessment of the mentee's current knowledge of the industry, guiding the mentee towards increasing their understanding of a sector and application of business management skills and practices; and
- Other mentoring activities benefiting the mentee such as providing contacts, resources and other materials to assist the mentee during his/her mentorship.

## 2) Role of the Mentee

Individuals interested in receiving a Mentor's help must take the time to analyze their career path and identify what they expect from a Mentor while also taking responsibility for the relationship and keeping in mind the time constraints of their Mentors in the field. They should share in assessing their needs regarding professional development and personal goals, and build an open, candid atmosphere that lends itself to open discussions with their mentor. They should be receptive to advice and suggestions, although they need not follow them blindly. Mentees must never abandon their own judgement, recognizing that a Mentor cannot make their own decisions for them. The following table summarizes the qualities and roles that best describe the Mentee.

Qualities	Roles
Mentees are motivated and open-minded	They know their needs and goals, and contribute to an open, positive atmosphere.
Mentees are receptive to coaching and support	They are willing to hear the Mentor's advice and suggestions, without abandoning their own judgement.
Mentees make themselves available	They make time, and understand the Mentor's time constraints.
Mentees listen and share	They can honestly and candidly set out what they expect of the Mentor, and listen attentively to the Mentor's responses.
Mentees are prepared	They take the time to analyze their career path and prepare for meetings.

## 3) Costs for Mentorship

- **AgriDiscovery:** A maximum of three hours of free mentorship assistance is fully covered by the program.
- **AgriMentor:** The mentor will receive 70% honoraria from the program and the **mentee is required to pay the remaining 30% at a rate up to \$100/hour (e.g. \$30/hour).**

Note: The maximum assistance per mentee is \$2,000 (including travel, meal and accommodation incurred by the mentor up to a maximum of \$500 not exceeding the rates set out in the Province of New Brunswick Travel Directive) over the duration of the Growing Forward 2 Framework program. Expenses incurred prior to AANB approval are not eligible for funding.

## 4) Payment

Upon completion of AgriMentor, the mentee must submit his/her payment by cheque paid to the Agricultural Alliance of NB within two weeks of completion along with his/hertime sheet signed by the mentor's signature and the final report.

## 5) Final Reporting

The mentee will be required to answer a short list of questions at the end to improve the program and to better prepare resources for mentees.