****

**BKAA Mentoring Program Outline**

**Overview:**

The purpose of the BKAA Mentoring committee will be to select and match mentors to mentees, with the objective of furthering professional growth and development, and ultimately developing the next generation of Korean American leaders within the association and ultimately the communities in which we live and work.

**Framework:**

**Mentoring Program**

* 4 meetings per year (in person, by phone, or video) ideally first meeting will be in person.
* Each meeting will be no longer than 1 hour
* Total commitment is 1 year

**Roles & Responsibilities**

* Mentor
  + Agree to make time to meet with mentee
  + Provide thoughtful guidance and expertise
  + Agree to pay for any lunches or coffee
* Mentee
  + Korean American Berkeley student in their Junior or Senior year, or recent graduates.
  + Come to meeting prepared with an agenda of items to discuss and goals that they want Mentor’s assistance and guidance.
  + Mentee will be required to provide an agenda to the Mentor 24 hours before a scheduled meeting date.
  + Mentee’s will agree to respond to phone calls or e-mails from mentors within 24 hours.
  + After the last meeting provide a one page write up on the following to John Eing:
    - Overall experience,
    - Major benefits or learnings from the experience
    - Suggestions for future mentor/mentee relationships