

## 2023-2024 STATE AFFILIATE MENTOR REQUIREMENTS

### NATIONAL EDUCATION ASSOCIATION ORGANIZING FELLOWSHIP ACADEMY

#### Section 1.

- The state affiliate will send an alternate staff person to support the fellow at the first or last session if the assigned mentor cannot attend.

#### Section 2.

- Must be in good standing with management, peers, leaders, and members in the state affiliate in which the fellow is assigned.
- Must be familiar with and proficient in the [UniServ Core Competencies](#).

#### Section 3.

- Must be willing to commit to a one-year mentoring assignment with a fellow selected from the state.
- Required to attend a Day 1 mentoring session with a panel of mentors from last year to talk about their experiences, things they wish they had known and if we had to do it all over again, and what would I change. The mentor bench will be introduced at that time as a yearlong resource for mentors throughout the program.
- Required to attend the state affiliate briefing with his/her manager to walk through written guidelines, and discuss expectations and state affiliate mentor requirements. Calls to be scheduled by mentor/coach team with coach, manager, and mentor.
- Mentors and coaches will be required to attend a 2-hour workplan development session prior to the first face-to-face session.
- Must participate in an initial 2-3-day training session on the best practices of mentoring hosted by NEA. In addition, mentors must be available for all other trainings and experiences throughout the program as needed.
- Must participate in regularly scheduled check-ins with the NEA coach that will be assigned to each state affiliate.
- Must participate in monthly check-ins with the NOFA administrative team. These check-ins will be structured and from time to time may include updates, trainings, etc.
- Mentors will join fellows for all the trainings during the first session as a means of building rapport and helping them decipher content taught in the training.
- Must attend the end of program debrief with the mentee hosted by NEA.

#### **Section 4.**

- Must have proven experience engaging with diverse members, staff, and leaders to promote trust, collaboration, and partnership.
- Must be skilled practitioners in the practice of self-awareness and ability to assess their impact on others.
- Must be aware of and sensitive to issues of diversity and potential impacts based on those differences.
- Must engage in ongoing learning and practice of social justice and race equity issues, legislation, and proven practices needed to navigate policies for social change as well as connect with others.
- Must engage in crucial conversations about the challenges facing people holding marginalized identities in the real situations staff can encounter.

#### **Section 5.**

- Must support the fellow in the development, implementation, and adjustment of an individual organizing work plan to be submitted to NEA.
- Must provide opportunities for the fellow to engage in organizing campaigns and field experiences in alignment with the program's training content.
- Must identify and ensure access to in-state training opportunities to support the fellow's growth and development relevant to state affiliate priorities.
- Must be able to provide the fellow with feedback in real time on performance that will allow the fellow to learn and grow throughout the program.
- Mentors and coaches will be asked to keep a log of advice to build a resource booklet to be shared with future mentors/coaches selected to participate in the program.
- Must complete a midterm and an end of program report of recommendations for program improvement, fellow's progress and support needs and any other information as requested by the program's administrative team.