



# Mentor Expectations

**AACE**

**MENTORING  
RESOURCES**

## AACE Mentoring Program

As a mentor, you are encouraged to share your expertise, insight, and experiences to help a mentee succeed in their own career. Mentoring offers an enriching experience for both parties, providing an opportunity to give back to the community while learning, growing as a leader, and enhancing professional skills. Learn something new from tomorrow's leaders and gain a fresh perspective by becoming a mentor. The AACE Mentor Network is a fantastic opportunity for mentors to:

- Expand your network to build valuable, long-lasting relationships
- Widen your perspective and learn new things
- Sharpen your skills, contributing to your own growth
- Share your experiences for the betterment of others
- Support and foster the next generation

Mentors should help develop a mentee's skills and career focus by building trust, establishing goals, sharing lessons learned, and celebrating successes. The mentor must maintain the relationship with the mentee through the established engagement timeline.

- Complete your mentor profile. This information will be used by mentees to request possible relationships.
- Respond to requests for mentoring engagements within 1 week.
- Mentors lead an initial meeting. Discuss the mentee's goals and determine if the match is a good fit.

- Work with the mentee to create a schedule and follow through on the arrangement.
- Collaborate with the mentee to define career goals and identify skills.
- Discuss career paths and technical development opportunities.
- Encourage the mentee, be supportive, and provide honest feedback.
- Help the mentee become an active part of AACE through networking, joining the local section, attending events, and getting AACE certified. Provide the mentee with AACE resources.
- Keep discussions confidential.

You are expected to contact the mentor if you need to end the engagement or make changes to the schedule.

While it can take some time for relationships to develop, there may come a time where you feel the relationship isn't working out. In the unlikely event that happens, you can end the mentoring relationship and re-match online. If the relationship is being terminated due to misconduct, please reach out to [mentoring@aacei.org](mailto:mentoring@aacei.org) so we can address the situation. By participating in the program, you agree to the [terms and conditions](#). The mentoring program is an AACE membership benefit. Mentors and mentees are subject to the [Canons of Ethics](#). For ethical complaints, please follow the procedures outlined in the ethics violation policy in the [AACE Organizational Manual](#).