



Mentoring for First-Time Chairs Terms and Conditions

About our mentoring scheme

Our mentoring scheme is run by Association of Chairs and made possible by the funder Garfield Weston Foundation. We match first-time chairs with more experienced chair mentors, who help first-time chairs to learn and develop in their role and provide a sounding board to work through questions and challenges.

Mentoring is a partnership through which one person shares knowledge, experience, skills or information to support the development of someone else. All of our mentors kindly volunteer their time to support and encourage other chairs.

Eligibility

This mentoring scheme is for Association of Chairs members only.

In order to apply for this service as a mentee and be matched with a more experienced chair, you need to be a first-time chair of one of our member organisations, with either an individual or board membership.

For chairs or vice-chairs who are looking for support but are not an AoC member, we have a limited number of free bursary memberships available. To apply for bursary membership you need to be the chair or vice-chair of a UK-based charity or non-profit organisation.

Mentors on this scheme need to have been a chair for more than 3 years and / or have experience being a chair for more than one organisation. All have committed to act within AoC's policies, procedures and standards for volunteers.

What isn't offered

Our mentoring scheme is not a counselling service and we are not able to provide access to therapeutic services as part of this scheme.

If you need access to professional guidance and advice regarding a specific challenge you are facing, we may be able to offer this as part of our separate [support service for chairs](#).

We cannot guarantee being able to match all mentor and mentee applicants.



AoC support team responsibilities

Our support team will:

- Aim to reply to your application within a week, with an email response with more information on the mentoring scheme.
- Adhere to AoC's [values](#), policies and procedures, including those relating to safeguarding and protecting people, equity, diversity and inclusion, and [reasonable adjustment](#).
- Not be responsible for any failure by us to perform our obligations to you where this failure is caused by circumstances beyond our control.

Your responsibilities

Users of our mentoring scheme will:

- Be responsible for your own well-being, decisions, and actions.
- Act in accordance with AoC's [membership terms and conditions](#). This includes acting in a manner that does not bring AoC, our members or affiliated organisations into disrepute or goes against our safeguarding and protecting people policy.

Confidentiality and use of personal data

The AoC support team will treat all enquiries in a confidential manner, recording and sharing only such information as is required to run the service.

Conversations and data are subject to [AoC's privacy policy](#).

If we match you with a mentor, we will share with the mentor your name, contact details, and other details that would enable them to tailor their mentoring to your needs.

Content from mentoring sessions is confidential. Exceptions to maintaining confidentiality relate to legal obligations and our duty of care. In very rare circumstances, AoC may feel the need to disclose content – for example, if individuals indicate involvement in something illegal or appeared to pose a risk to themselves or others, or there is any concern about safety.

Disclaimer

While we aim to support you through making mentoring matches, the final responsibility for judgements and decisions that you make, and the actions that flow from them, lie with you as the service user.

AoC and its associates will not, in any circumstances, be liable to you or to any third party for any loss, damage, cost or other liability which occurs as a result of, or in connection with, providing services to you.

If you have a complaint or have been made to feel unsafe or unwelcome while making use of our service, please follow the process laid out in our [complaints policy](#).