



Virginia Association of Governmental Purchasing

## Mentor-Protégé Program

## Overview:

The Mentor-Protégé Program is designed to encourage past and present VAGP Board Officers to serve as Mentors who provide assistance, leadership and guidance to Protégé participants.

## Purpose:

The purpose of the Mentor-Protégé Program is to identify persons within the membership that are interested in serving in positions of responsibility with the focus on becoming a member of the VAGP Board of Directors. Protégés will serve as Liaisons to foster relationships while working to expand VAGP's efforts to identify and respond to the needs of the membership.

## Program Coordinator Roles and Responsibilities:

- Promote the program and insure those in the Program are aware of various events, e.g. Board Meetings, and conferences/symposiums;
- Assist Mentors in identifying potential candidates for the Program;
- Receive Protégé Application Forms from potential Protégés;
- Contact potential Mentor(s) to discuss availability;
- Make Mentor/Protégé assignments. Send a letter to each which includes:
  - The assignment details.
  - Mentor/Protégé contact information exchange
  - Task Mentor with initiating contact with Protégé and scheduling first meeting
  - How to reach Program Coordinator regarding questions or concerns relating to the Program.
- Act as a liaison and/or mediator, if at anytime, the Mentor or Protégé feels the relationship is not beneficial or there are any other issues. Review the information and determine where adjustments can be made to ensure both parties receive the most beneficial arrangement. Make changes to Mentor/Protégé assignments as needed to promote successful completion of the Program;
- At the end of the Mentor/Protégé program, receive the Program Completion Requirements documentation from the Protégé, and evaluate and determine if the requirements of the program were met;
- Recognize and present Certificate of Completion to Protégé at the first Business Meeting following completion of the program;
- Terminate Protégé from Program if the Program requirements are not met within two (2) years of entering the program, unless an extension has been given. Upon agreement by the Board of Directors, the Program Coordinator may also terminate a Protégé from the program for cause.

## Mentor Roles and Responsibilities:

Mentors are VAGP Board of Director Officers, both past and present, who are interested in and committed to helping develop a fellow VAGP member.

## Mentor roles and behaviors:

- Empower the Protégé. The mentoring relationship should be driven by the needs of the Protégé and should emphasize increasing the Protégé's understanding and ability to lead committees and/or VAGP;
- Listen actively and serve as a sounding board, helping Protégés explore where a course of action might lead them and help define the gap between current skills and what is needed;
- Listen for both facts and feelings and provide feedback on the whole message;
- Provide information, personal insight, options and ideas;
- Help Protégés see themselves in a broader, more self-actualizing light;
- Provide clear, non-judgmental descriptions of what they observe the Protégé doing or intending to do in a non-confrontational manner. They describe the consequences they anticipate or observe

and express how they feel, while refraining from telling the Protégé what to do. They help the Protégé explore options;

- Provide permission and encouragement;
- Assist Protégés by providing growth experiences, listening, coaching, challenging ideas or behaviors, discussing attitudes, encouraging professional behavior, sharing, teaching by example, offering wise counsel, triggering self awareness, building self-confidence, and providing information. They should possess humility, an insatiable curiosity, the courage to trust and the ability to listen.

## Mentor responsibilities:

- Identify potential candidates for the program;
- Initiate contact and arrange a preliminary meeting with Protégé assigned;
- Be willing to share the knowledge and experience gained during their career and provide information and guidance;
- Instruct the Protégé on governance structure and processes of the association;
- Value the development of others;
- Be willing to commit the time and energy needed to establish and maintain a productive mentoring relationship. Contact with Protégé is required at least bimonthly;
- Actively observe, coach and guide the Protégé;
- Exhibit skills in active listening, coaching, and the ability to establish rapport with others.

## Protégé Roles and Responsibilities:

Protégés should possess humility, an insatiable curiosity, the courage to trust, and the ability to listen. Protégés who participate in the program may become candidates for election as an At-Large Member or Secretary. Participation in the program will not exceed a two-year term.

## To become a Protégé, the person must:

- Promote professionalism in public purchasing;
- Have knowledge of and experience in public procurement laws, policies and procedures;
- Be able to work independently, collectively and act as a team leader;
- Posses excellent verbal and written communication skills;
- Exhibit a commitment to self-development;
- Be willing to commit the time and energy required to establish and maintain the Mentor- Protégé partnership.

## Protégé roles and behaviors:

- Be receptive to information and feedback;
- Ask questions;
- Be an active listener;
- Follow through on commitments and seek assistance when necessary;
- Learn and practice self-empowering behaviors.

## Protégé Responsibilities:

- Become familiar with VAGP Bylaws and Board of Director's Manual;
- Coordinate all projects with the Board of Directors;
- Attend a Board of Directors meeting biannually;
- Attend a Spring or Fall Conference/Symposium annually as your agency budget allows;
- Work with a standing committee/s as an ad hoc or as a permanent member of the committee;
- Become familiar with all agencies and political subdivisions;
- Outreach to membership agencies, e.g.:
  - Host an Education Class
  - Host a ProD Class
  - Volunteer to assist with other VAGP events

- Promote VAGP purposes and benefits, e.g.:
  - Write an article for the *News & Views*
- Become a Liaison for the At-Large Members;
- Submit a Program Essay related to the program, VAGP or procurement;
- Contact with Mentor is required at least bimonthly;
- Must be an active VAGP member throughout the duration of the Program.

## Completion of the Program:

Completion of the Program is generally within two (2) years of the Mentor/Protégé assignment. The following must be completed and submitted to the Program Coordinator:

- Complete the Program Goals Report Card (Attachment A). All items on the report card marked with an asterisk are a requirement for completion of the program;
- Complete the Program Essay. Include lessons learned from the Program and best practices;
- Submit the completed Program Goals Report Card and Program Essay to the Program Coordinator;
- Prior to the end of the two year program period, a Protégé may request up to a one year extension to complete the program which will be granted by the Program Coordinator if the Protégé has already completed at least 75% of the Program requirements.

## How to get involved:

If you are interested in learning more about VAGP and how you can become more involved with the support of a Mentor, complete the Protégé application form and submit to the Program Coordinator.

## Summary:

The VAGP Mentor-Protégé program will provide an excellent avenue for the membership to grow and nurture future officers for VAGP. The program is designed to help VAGP achieve its goals and contribute to the overall mission, purposes and vision.

## Program Goals Report Card

<b>Protégé:</b>	<i>Name</i> <i>Agency</i> <i>Address</i> <i>Phone Number</i> <i>E-mail</i>
<b>Mentor:</b>	<i>Name</i> <i>Agency</i> <i>Telephone Number</i> <i>E-mail</i>
<b>Program Start Date:</b>	<i>xx/xx/xxxx</i>
<b>Anticipated Completion Date:</b>	<i>xx/xx/xxxx</i>

Year 1 –GOALS/DESCRIPTION	Completion Date
Attend a minimum of two (2) Board of Directors Meetings (In-Person or Teleconference)	<i>Insert dates</i>
Write one <i>News &amp; Views</i> article	<i>Insert date</i>
Complete at least one outreach to membership agencies:	<i>Insert date</i>
Attend one VAGP Conference/Symposium (Fall or Spring), as the availability of funds of your agency allows.	<i>Insert date</i>
Mentor-Protégé Bi-Monthly Follow-Up (Either In-Person, via Telephone or via Email):	
January	<i>Insert date</i>
March	<i>Insert date</i>
May	<i>Insert date</i>
July	<i>Insert date</i>
September	<i>Insert date</i>
November	<i>Insert date</i>
Complete at least one volunteer assignment made by the Board of Directors. Detail assignment(s) below:	<i>Insert date</i>

(continued)

<b>Year 2 -GOALS</b>	<b>Completion Date</b>
Attend a minimum of two (2) Board of Directors Meetings (In-Person or Teleconference)	<i>Insert dates</i>
Write one <i>News &amp; Views</i> article	<i>Insert date</i>
Complete at least one outreach to membership agencies	<i>Insert date</i>
Attend one VAGP Conference/Symposium (Fall or Spring), as the availability of funds of your agency allows.	<i>Insert date</i>
Mentor-Protégé Monthly Follow-Up (Either In-Person, via Telephone or via E-mail)	
January	<i>Insert date</i>
March	<i>Insert date</i>
May	<i>Insert date</i>
July	<i>Insert date</i>
September	<i>Insert date</i>
November	<i>Insert date</i>
Complete at least one volunteer assignment made by the Board of Directors. Detail assignment(s) below:	<i>Insert date</i>

<b>Program Completion Requirements</b>	<b>Completion Date</b>
Complete Program Goals Report Card	<i>Insert date</i>
Complete Program Essay	<i>Insert date</i>
Submit Program Completion Requirements documentation to Program Coordinator	<i>Insert date</i>

**I certify that I have completed the requirements of this Program and have been a VAGP member throughout the duration of the Program:**

Protégé Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Verification of Successful Completion of Program:**

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: Prior to the end of the two (2) year Program period, a Protégé may request up to a one year extension to complete the program which will be granted by the Program Coordinator if the Protégé has already completed at least 75% of the Program requirements.*

# VAGP Mentor-Protégé Program Application

Print, Complete and Send to the Coordinator indicated below.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Do you have your supervisor's support to participate in this program? \_\_\_\_\_ (Yes or No)

Please return to:

Greg Searce, VCO  
Virginia Information Technologies Agency (VITA)  
gregory.searce@vita.virginia.gov  
(804) 416-6166 Office  
(804) 416-6361 Fax