



Boards for All

Facilitation and Mentoring



This worksheet provides an opportunity to think about being a member of a board or council.

Instructions

1. Read the information on each page.
2. Complete the questions.
3. Bring the completed worksheet to share at your next meeting.
4. Ask for help, if you have any questions.





Facilitation and Mentoring



What Does Facilitation Mean?

Facilitation is individualized support for persons serving on boards and committees. It is an accommodation for members who need assistance to participate meaningfully, and leads to equal opportunities for all to contribute.

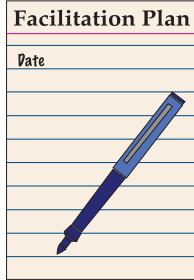
Facilitators provide explanations and adapted materials to help board members understand written information, discussions and implications of board actions. A facilitator is careful to maintain confidentiality and not influence members when they take positions on issues.

Please Complete

What is the primary purpose of facilitation?



Facilitation and Mentoring



What is a Facilitation Plan?

Facilitators work closely with board members to determine how they will assist them. Members often use a self-survey to specify needed support and strategies the facilitator will use. This forms a facilitation plan that clarifies what the member and facilitator will do together – before, during and after meetings.

A facilitator must be familiar with the organization, its rules and meeting procedures, in order to provide knowledgeable support.

Please Complete

Describe how a facilitator can provide support before, during and after a meeting.

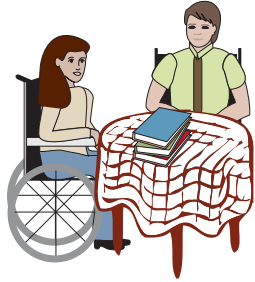
Before

During

After



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What is a Meeting Mentor?

Mentors are board members who volunteer to help other members learn about and manage their duties. A mentor leads by example, and is a role model.

Please Complete

How is a mentor different from a facilitator?

Mentor

Facilitator
