

JOHN BRAY ALUMNI NETWORK STUDENT MENTORING PROGRAM

The Adelaide University Law Students' Society (AULSS) and the John Bray Alumni Network (JBAN) is committed to developing a mentoring program to provide University of Adelaide Law Students an opportunity to be voluntarily mentored by members of the John Bray Alumni Network.

The JBAN has prepared these rules as a guide to assist in facilitating the mentorship program. The John Bray Alumni Network Student Mentoring Program aims to provide those mentored:

- the opportunity to gain insight and knowledge about the legal profession;
- encouragement with legal studies and achieving personal goals;
- general guidance concerning career planning and preparations for life beyond university;
- support and strategies to build confidence in their abilities and establish pathways for self improvement and development; and
- the opportunity to observe and understand the broad areas of expertise within the legal profession and beyond.

The administration of this Mentoring program will be the responsibility of the AULSS Committee in consultation with JBAN.

The JBAN will work throughout the year to encourage and facilitate JBAN members to participate in the Mentoring program, promoting the benefits of the program and the positive impact mentoring students can have on their personal and professional development.

RULES FOR PARTICIPATION IN THE MENTORING PROGRAM AND

GUIDING PRINCIPLES

1. The AULSS and JBAN is committed to developing a mentoring program to provide AULSS members an opportunity to be mentored by JBAN members on a voluntary basis.
2. The AULSS President and AULSS Committee will be responsible for the management and administration of the JBAN Student Mentoring Program.
3. The AULSS President will provide an update to the John Bray Alumni Committee on the progress of the JBAN Student Mentoring Program at each meeting of the John Bray Alumni Network Committee.
4. The JBAN Student Mentoring Program is available to students who meet the following requirements:
 - (a) as a mentee, being:
 - i. a law student at the University of Adelaide enrolled in the Bachelor of Laws (LLB); and
 - ii. in their second year of academic study or above.
 - (b) as a mentor, being:
 - i. a member of the John Bray Alumni Network.
5. In circumstances where demand for mentors exceeds the number of mentors available, preference will be given to students in the order in which they applied.
6. The AULSS President may at their own discretion admit a person into the JBAN Mentoring Program despite that person not meeting the requirements set out in Rule 4 above.

BENEFITS FOR MENTEES

7. The benefits for mentees may include:
- (a) the opportunity to gain insight and knowledge about the legal profession or other professional roles;
 - (b) the opportunity to build a professional relationship;
 - (c) the opportunity to receive guidance on how to achieve professional goals, including:
 - i. identifying factors affecting career development and opportunities; and
 - ii. developing strategies for obtaining employment;
 - (d) the opportunity to increase personal and professional networks.

BENEFITS FOR THE MENTOR

8. There are many personal and professional benefits for mentors who partake in the JBAN Student Mentorship Program, including:
- (a) being viewed as a professional role model;
 - (b) exposure to a range of ideas and perspectives that may apply to one's own work or practice; and
 - (c) an opportunity to give back through sharing knowledge, experiences and learnings.

HOW THE PROGRAM WORKS

9. Persons interested in partaking in the JBAN Student Mentoring Program, as either a mentor or mentee, can express their interest by completing the 'JBAN Student Mentoring Program Application Form', which is administered and distributed by the AULSS on all their authorised communication platforms.

10. In expressing their interest, potential mentees must ensure they meet the requirements outlined in Rule 4(a) above and provide the following information:

- (a) Full name;
- (b) Adelaide University student identification number;
- (c) Contact details including
 - i. Email; and
 - ii. Telephone number;
- (d) Start date of Bachelor of Laws (LLB) degree and anticipated date of completion of the degree;
- (e) why they would like to be a mentee and what they wish to gain from the program;
- (f) any other information that may be relevant; and
- (g) acknowledgement and acceptance of the conditions of participation in the JBAN Student Mentoring Program.

11. In expressing their interest, potential mentors must ensure they meet the requirements outlined in Rule 4(b) above and provide the following information:

- (a) full name;
- (b) contact details including email and telephone numbers;
- (c) details of personal experience and workplace;
- (d) number of years of post-admission experience;
- (e) primary and secondary areas of practice and interest;
- (f) indicate whether they are prepared to mentor more than one mentee;
- (g) the format in which they would like to mentor (ie one-on-one or group mentoring sessions);
- (h) any other information that may be relevant; and
- (i) acknowledgement and acceptance of the conditions of participation in the JBAN Student Mentoring Program.

12. Whenever possible the JBAN Student Mentoring Program aims to match mentees with an interest in a particular area of the law/practice with mentors who contain experience in that area.
13. While every effort is made by the JBAN Student Mentoring Program to pair appropriate mentors and mentees considering areas of practice and interest, this will not always be possible. Accordingly, the participants should adopt a flexible and open-minded approach in order to work together to achieve their goals under the JBAN Student Mentoring Program.
14. Once accepted into the JBAN Student Mentoring Program, a member of the relevant AULSS Committee Portfolio will pair mentors with mentees and each participant will be advised of the name and details of the other participant.
15. The mentee must communicate with the mentor within two weeks of receiving notice of the pairing.
16. Once the pairing between mentor and mentee is made, it becomes the responsibility of the mentor and mentee to make arrangements they consider necessary to give effect to the ongoing mentoring relationship.

MINIMUM OBLIGATIONS

17. Although the exact nature and extent of the contact and relationship of the mentor and mentee is to be determined by the participants, the following minimum obligations are expected from the participants:
 - (a) there must be an initial contact between the mentor and mentee where arrangements are made about how their mentoring relationship is to progress including:

- i. frequency of meetings;
 - ii. locations of meetings;
 - iii. means of contact; and
 - iv. what each person is expecting or hoping to achieve from the other from the JBAN Mentoring Program;
 - (b) it is essential that mentors and mentees discuss and are clear on their expectations from one another under the JBAN Student Mentoring Program;
 - (c) the participants communicate at least once every two months, either face to face, via telephone, email or however is agreed;
 - (d) meetings taking place in a professional workplace environment and/or public environment such as universities, courts, tribunals or government offices;
 - (e) at all times the participants must be respectful and courteous to one another; and
 - (f) confidentiality is to be maintained at all times.
18. It is expected that the mentor/mentee relationship will last for six months, but may continue for a lesser or greater period as agreed between the participants, with the mentoring to be on a voluntary basis.
- (a) Mentees are to advise the AULSS President in writing of the length of the agreed period for the mentor/mentee relationship.
19. In the event either mentor or mentee has concerns about the engagement of the other participant, or some other issue with the mentor/mentee relationship,

that person should ordinarily first raise their concerns with the other participant to try and resolve any issues.

20. In the event that the participants cannot resolve their concerns between them, then they can seek advice from the AULSS President on how to proceed. Ultimately, it is a matter for the mentor and mentee to resolve any concerns they may have about that relationship, but the AULSS President or their delegate will seek to engage where it may assist the participants to resolve any concerns amicably.
21. If, in the opinion of the AULSS President, there are irreconcilable differences between the mentor and mentee, the mentor and mentee relationship will come to an end and the JBAN Student Mentoring Program may, if appropriate, seek to introduce the mentor and mentee to other participants in the Mentoring Program should either of them make that request.
22. The mentor and mentee can each terminate the mentor/mentee relationship at any stage by informing the other participant and the AULSS President by email.
23. Any grievance or concern raised to the AULSS President pursuant to Rules 19-22 must be raised by the AULSS President to the Chair of the John Bray Alumni Network in order to determine the appropriate resolution to the grievance raised.

MISCELLANEOUS PROVISIONS

24. The JBAN Student Mentorship Program does not create an employer-employee relationship between mentor and mentee. There is no obligation on a mentor to provide employment or obtain employment for a mentee at any stage or to generate other career outcomes for a mentee. The JBAN Mentoring

Program is not a counselling service. Mentors are not qualified to provide advice about any mental health issues.

25. The JBAN, AULSS and the JBAN Student Mentoring Program take no responsibility for the conduct of the participants in the mentor/mentee relationship. The participants are themselves individually responsible for their own conduct during the period of mentoring and any outcomes of the mentoring.

26. By entering into the JBAN Student Mentoring Program, each participant agrees to abide by the requirements and in accordance with the rules, obligations, objectives and minimum standards set out in this document.