



Canadian Association of Research Administrators
Terms of Reference for Mentors

Thank you for contributing to your association and profession as a Mentor! The CARA Mentorship Program provides valuable professional and career development support for CARA members and mentors inspire engagement and autonomy that advance the profession as a whole.

Mentors are given a mandate by the CARA executive to:

- Advise, train, coach and encourage their mentees to help mentees achieve the agreed upon goals
- Direct mentees to resources, including CARA resources*
- Prepare for mentee meetings
- Read and apply the information from the [CARA Mentor Application](#)

Mentors are also encouraged to:

- Listen to the free On Demand CARA Webinar [Career, Confidence and a Confidante: The Role of Mentorship](#)
- Attend the national conference
- Act as leaders at the annual conference by volunteering to greet members at the CARA booth and the reception
- Connect with other mentors to identify collaborative approaches to the role and share best practices and ideas
- Maintain a high profile in the broader CARA community by participating in a variety of CARA initiatives (mentorship program, sharing expertise via the CARA Connection or other opportunities)
- Reach out and actively grow CARA membership

Mentees and mentors discuss and agree on the goals of their partnership. Generally, this program matches people for up to 4 months and then asks the mentor to be available to a new mentee. If you are matched with a student in one of our certificate programs the commitment would be based on the length of the program (typically 18-24 months).

CARA wants to support you in your role, so please contact Michel Kafrouny (michelkara@gmail.com) if you have any questions or suggestions.

*CARA Resources include:

- [CARA Blog](#)
- [CARA Connection](#)
- [CARA LinkedIn group](#)
- [Special Interest Groups](#)
- [Certificates for webinar series attendance](#)
- [Professional Certification](#)
- [Webinars](#) (both live and on demand)
- [Bookstore](#) with 4 e-books (starting at \$5) directly applicable to newer research administrators
- [Volunteer opportunities](#)
- [CARA Annual Conference](#)