

**Pennsylvania Bar Association  
Commission on Women in the Profession  
“LINK” Mentoring Program**

**MISSION STATEMENT**

The Mentoring Program of the Commission on Women in the Profession is committed to providing support and guidance to young women lawyers through a voluntary network of experienced and established members of the bar. The program focuses on the individual needs of new lawyers by establishing for them a meaningful partnership with an established practitioner. The Mentoring Program was created to facilitate the integration of new women lawyers into the profession; to assist women lawyers in attaining positions of leadership and importance within the legal community; and to encourage young lawyers to achieve their full potential as members of the legal profession.

- I. **Program Overview:** This voluntary program is sponsored by the Pennsylvania Bar Association Commission on Women in the Profession (the “Commission”) and is coordinated by the Commission’s Mentoring Advisory Committee (the “Committee”). Through the program, younger female lawyers who are members of the Commission will be paired with more experienced female members of the Commission who provide guidance about the practice of law. More specifically, the mentor will provide advice on issues of importance to the mentee, including but not limited to, professionalism, career development and management, law office economics, leadership, networking and work-life balance issues. The program is designed to last for twelve months, but it can be extended by mutual consent.
  
- II. **Mentor Qualifications:**
  - a. Licensed to practice law for at least 7 years
  - b. Member of the PBA Commission on Women in the Profession
  - c. Committed to fulfilling the Mentor Requirements set forth below
  
- III. **Mentee Qualifications:**
  - a. Licensed to practice law (The Committee has not placed any limit on the years in practice recognizing in certain instances more experienced attorneys may still desire a mentor. However, less experienced attorneys will be given priority in the event that demand exceeds the supply of mentors.)
  - b. Member of the PBA Commission on Women in the Profession
  - c. Committed to fulfilling the Mentee Requirements set forth below
  
- IV. **Mentor Requirements:**
  - a. In applying to this Program, Mentors recognize the importance of participating in the events/programs set forth below and agree to prioritize their attendance. In the event of an unforeseen circumstance which prevents a Mentor from attending a scheduled event, the Mentor agrees to notify her Mentee and arrange a meeting in person within one week of the missed event or as soon as possible thereafter.
  - b. Attend the Mentor-Mentee Kick-off Reception in their region.
  - c. Attend 2 Group Mentor-Mentee discussion sessions in their region. These sessions will be scheduled by the Committee and will provide mentors and mentees with the opportunity to have roundtable discussions about current issues facing female attorneys. Mentors and mentees will be polled in advance to develop the topics for discussion and mentors may be asked to lead discussions. Individuals who are unable to attend these sessions due to their geographic location will be expected to participate via conference call.
  - d. Attend the year-end Mentor/Mentee Wrap Up Session and Social in their region.
  - e. Be available to meet in person or maintain phone contact with their assigned mentor/mentee at least once per month for a period of one year.

- f. Initiate the contact (especially at the beginning of the program) with their assigned mentee. Specifically we ask that the mentor contact the mentee prior to the Mentor-Mentee Kick-off Reception. After such reception, mentor should initiate contact with their assigned mentee at least once per month.
- g. Invite mentee to attend with them at least one event where they will have an opportunity to network with other lawyers or judges (e.g. bar association event, CLE program, etc.).
- h. Provide feedback to the program and complete year-end survey.

**V. Mentee Requirements:**

- a. In applying to this Program, Mentees recognize the importance of participating in the events/programs set forth below and agree to prioritize their attendance. In the event of an unforeseen circumstance which prevents a Mentee from attending a scheduled event, the Mentee agrees to notify her Mentor and arrange a meeting in person within one week of the missed event or as soon as possible thereafter
- b. Attend the Mentor-Mentee Kick-off Reception in their region.
- c. Attend 2 Group Mentor-Mentee discussion sessions in their region. These sessions will be scheduled by the Committee and will provide mentors and mentees with the opportunity to have roundtable discussions about current issues facing female attorneys. Mentors and mentees will be polled in advance to develop the topics for discussion. Individuals who are unable to attend these sessions due to their geographic location will be expected to participate via conference call.
- d. Attend the year-end Mentor-Mentee Wrap Up Session and Social in their region.
- e. Be available to meet in person or maintain phone contact with their assigned mentor at least once per month for a period of one year.
- f. Respond to initial contacts from their assigned mentor to attend the Kick-Off Reception. After such reception, mentee should initiate contact with their assigned mentor at least once per month.
- g. Attend at least one event with their mentor where they will have an opportunity to network with other lawyers or judges (e.g. bar association event, CLE program, etc.).
- h. Provide feedback to the program and complete year-end survey.

**VI. Mentor/Mentee Geographic Zones**

To the extent possible, the Committee will use the existing zones established by the Pennsylvania Bar Association as the geographic zones for this program. Depending upon the level of participation in an area, certain zones may be combined. The Committee will appoint Team Captains for the geographic zones. Team Captains will assist in the recruitment of mentors and mentees, the matching process and the coordination of programming.

**VII. Matching Process**

To the extent possible, the Committee will attempt to match mentors and mentees based upon the sector in which they practice (i.e., private law firm, government, public interest, etc.) and the geographic region in which they reside. Depending upon the scope of the volunteer pool, the committee will also consider the mentor's/mentee's practice areas and additional information as set forth in their respective applications.

**VIII. Guidelines/Suggestions for Establishing a Positive Relationship**

All mentors and mentees will be given written guidelines and suggestions on how to establish and maintain a positive relationship once a match is made and prior to the Kick-Off Reception.