Pennsylvania Bar Association Commission on Women in the Profession
Mentoring Program

MISSION
STATEMENT

The Mentoring Program of the Commission on Women in the Profession (Mentoring Program) is committed to providing support and guidance to women lawyers through a voluntary network of women in the profession. The Mentoring Program focuses on the individual needs of lawyers, establishing for them a meaningful partnership with another practitioner. The Mentoring Program was created to:

- Facilitate the integration of women lawyers into the profession.
- To encourage lawyers to achieve their full potential as members of the legal profession, whatever their area of practice.
- To assist women lawyers in attaining their goals within the profession, including among other possible goals—positions of leadership within the legal community.

PROGRAM
OVERVIEW

This voluntary program is sponsored by the Pennsylvania Bar Association Commission on Women in the Profession (WIP) and is coordinated by the Commission’s Mentoring Advisory Committee (the “Committee”). Through the Mentoring Program, women lawyers who are members of the Commission will be paired with women members of the Commission with varied experience who can provide advice, guidance or a sounding board about the practice of law, including re-entry into the practice after a leave, business development, time management, client counseling, dealing with difficult adversaries and colleagues, use of technology and social media and any of a myriad number of other topics about the day-to-day practice of law and long range planning for the practice. The Mentor relationship may provide an opportunity for discussion as well as advice on issues including but not limited to: professionalism, career development and management, law office economics, leadership, networking and work-life balance issues. The Mentoring Program is designed to last twelve months, but it can be extended by mutual consent.
I. **Mentor Qualifications**

   a. Licensed to practice law for at least three years.
   b. Member of the PBA Commission on Women in the Profession.
   c. Committed to fulfilling the Mentor Requirements set forth below.

II. **Mentee Qualifications**

   a. Member of the PBA Commission on Women in the Profession
   b. Committed to fulfilling the Mentee Requirements set forth below.

III. **Mentor Guidelines and Goals**

    The following is a list of suggested goals for Mentors participating in the Mentor Program. These guidelines are meant to be suggestions with the understanding that Mentor/Mentee pairings may adjust these to meet their specific needs:

   a. In applying to this Mentoring Program, Mentors recognize the importance of participating in the events/programs set forth below and agree to prioritize their attendance.
   b. Attend the Mentor Receptions in their region.
   c. Initiate contact with their assigned Mentee. Specifically, we ask that the Mentor contact the Mentee prior to the first WIP organized reception.
   d. Be available to meet in person or maintain phone contact with their assigned Mentee(s) at least once per month for a period of one year.
   e. 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.).
   f. Provide feedback to the program and complete year-end survey.
IV. **Mentee Guidelines and Goals**

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.

b. Attend the Mentor Reception in their region.

c. 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.

d. 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.).

e. Provide feedback to the program and complete year-end survey.

V. **Matching Process**

To the extent possible, the Committee will attempt to match Mentors and Mentees based upon the information program volunteers provide, as well as the sector in which they practice (i.e., private law firm, government, public interest, etc.), practice areas and the geographic region in which they reside.

VI. **Establishing and Maintaining a Positive Relationship**

At any time during participation in the Mentoring Program, Mentors and Mentees are encouraged to express compliments, suggestions, or concerns with the co-chairs with the expectation that all communication is held in strict confidence.