

# **Riverside County Bar Association**

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## **MENTORING PROGRAM MENTOR GUIDELINES**

### **Requirements For Mentors**

- Licensed member of the State Bar of California;
- Riverside County Bar Association (RCBA) Member (subject to the discretion of the RCBA Mentoring Committee if the mentor is an active or retired judicial officer);
- Read and be familiar with the RCBA Standards for Professionalism and Civility Among Attorneys;
- Practiced for a minimum of five (5) years;
- Approved by the RCBA Mentoring Committee;
- No record of discipline with the State Bar of California (subject to the discretion of the RCBA Mentoring Committee);
- Commit to a one-year program;
- Must be reasonably available by telephone and/or e-mail to protégé;
- Complete the RCBA Mentor Volunteer Application;
- Complete the RCBA Mentoring Program Mentor Participation Agreement.

### **Restrictions on the Mentor-Protégé Relationship**

- Mentors shall treat all communications with their protégé as confidential, but should understand that such communications may not be privileged;
- Mentors shall not engage in any inappropriate conduct with their protégé. Any such conduct will result in immediate and permanent removal from the RCBA Mentoring Program.

### **Mentoring Activities**

- Encouraged to meet with protégé in person once per month;
- Lunch or Breakfast meetings. Suggested topics of conversation include:
  - Ethics and Professionalism;
  - Practice and Law Office Management;
  - Business/Client Development;
  - Networking;
  - Lawyering Skills;
  - Areas of Practice and Types of Firms;

- Issues Generally Affecting the Legal Profession;
- Courthouse Personnel;
- Courthouse Procedures and Jargon;
- Attorney-Client Relationships
- Pro Bono Opportunities;
- How a protégé can be a valuable asset to their employer.

### **Suggestions for Being a Successful Mentor**

- Listen;
- Be ready with topics for discussion if the protégé does not come to a meeting with questions;
- Exchange ideas rather than lecture;
- Tell “war stories”, if a lesson can be learned;
- Allow your protégé to “shadow” you in court or other legal proceedings;
- Make your assistant aware that you are participating in the RCBA Mentoring Program and give your assistant the name of your protégé so that the protégé’s telephone calls and other communications will be easily identified and treated accordingly;
- Be prepared to discuss practical issues, especially professionalism and ethics;
- Place reminders in your calendar to contact the protégé;
- Honor scheduled meetings if at all possible.