

# **PACTA Professional Animal Care and Training Association of BC Mentorship Contract for Professional Membership Applicants**

Name of Applicant:

Name of Mentor:

## **Definitions**

**Applicant:** Person who has applied for Professional Membership of PACTA BC

**Mentor:** Person who advises, recommends, teaches, coaches, helps or otherwise aids another in achieving a goal.

**Sponsor:** A Professional Member of PACTA BC in good standing of PACTA BC who has accepted appointment by the Membership Committee to fulfill the role of mentor defined herein.

All other terms as defined in the membership application, the code of ethics, and constitution and bylaws.

## **Purpose and Process:**

To ensure that Professional Members are practicing in accordance with PACTA BC 's mission statement, vision statement, and code of ethics, it is required that a new Professional Member is sponsored by an existing Professional Member in good standing.

Applicants who are not sponsored are assigned a Mentor.

Step 1: The Applicant's Professional Membership application is vetted by the Membership Committee.

Step 2: If the Applicant does not have a Sponsor, the Membership Committee will assign a Mentor.

Step 3: The Mentor and the Applicant shall work together until the Mentor is able to sign the Sponsorship Declaration.

Step 4: The Mentor submits the Sponsorship Declaration to the Membership Committee.

Step 5: The Membership Committee contacts the Applicant.

Should additional support be required, the Membership Committee will be happy to help.

## **Guidelines**

While there is a supervisory dimension to the relationship, the Applicant also gains personal access to an existing Professional Member, and that person's wealth of skills, knowledge, resources and/or network, etc.

The relationship between Mentor and Applicant should be based on mutual trust and respect.

Although the Mentor is assigned by the Membership Committee, the Applicant may approve or reject the Mentor before the mentorship begins. Once approved by the Applicant, the Mentor and Applicant will together draw up a plan for the mentorship.

The Mentor needs to see the Applicant interact with both animals and clients.

## **Mentorship**

The Mentor agrees to provide mentorship of the Applicant on behalf of PACTA BC. Mentorship may take place at any mutually agreed on venue as required by the Mentor.

It is understood and agreed that:

- the Applicant shall make every reasonable effort to accommodate the Mentor's requirements in order to complete the mentorship;
- the Applicant shall give full disclosure of any information that could be pertinent to the Applicant's Professional Membership application, and full and truthful answers to all questions relating thereto, written or verbal;
- the Applicant shall openly and honestly discuss with the Mentor any problems, inabilities or unwillingness to adopt any suggestions or requirements made by the Mentor so the parties can resolve these together and so there are no misunderstandings that may compromise the Applicant's Professional Membership application.

## **Confidentiality**

PACTA BC and the Mentor agree to keep all of the Applicant's personal information, Professional Membership Application, business information, and any other information or occurrences during the Mentorship process strictly confidential and not to discuss any of it with any third party outside of PACTA BC's Membership Committee and Board of Directors.

## **Liability**

The Applicant agrees not to make any claim, including third party claim, and not to seek any claim or contribution against PACTA BC, including its directors, Mentor, agents, assigns, staff, volunteers or other representatives.

## **Termination**

PACTA BC's duties and the Mentor's duties under this Contract shall terminate if the Applicant breaches any term or condition of this Contract, or if either party cancels the Contract. Upon termination, in accordance with the foregoing, PACTA BC's duties and the Mentor's duties shall terminate but all other provisions of this Contract shall continue in full force and effect.

