

CATTLEMEN'S YOUNG LEADERS DEVELOPMENT PROGRAM

MENTORSHIP AGREEMENT

BETWEEN:

CANADIAN CATTLEMEN'S ASSOCIATION

(Hereinafter referred to as 'CCA')

- and -

(Hereinafter referred to as 'the Mentee')

- and -

(Hereinafter referred to as 'the Mentor')

Term of the Mentorship Program

Beginning date _____ to End date _____, 20____

Responsibilities of CCA

1. CCA is responsible for:
 - a) providing a CYL Coordinator to:
 - (i) assist the Mentor and Mentee in establishing their mentorship relationship;
 - (ii) work with the Mentor and Mentee to develop mutually acceptable goals for the mentoring relationship; and
 - (iii) assist the Mentor and Mentee, as may be required, in the development of their mentorship road map and budget;
 - b) approving the mentorship road map and budget developed by the Mentor and Mentee within the CYL Mentorship Program Guidelines;
 - c) reviewing and approving for payment all invoices received from the Mentee in accordance with their mentorship road map and budget;
 - d) assisting the Mentor and Mentee with any issues they may have with the Mentorship Program or the mentoring relationship.

Responsibilities of the Mentee

2. The Mentee is responsible for:
 - a) identifying the Mentee's goals for the mentoring relationship that are specific, attainable and measurable and forwarding same to the CYL Coordinator prior to the first meeting with the CYL Coordinator;
 - b) taking the lead in working with the Mentor to develop a mentorship road map and budget;
 - c) submitting receipts for reimbursement of expenses in line with CCA travel policies and all required Mentorship Program paperwork including within the deadlines set out by the CYL Coordinator;
 - d) creating a module on a key area of learning of your preference on the beef industry;
 - e) completing the Mentorship Program questionnaire to report on the Mentee's mentorship experience, results of the mentorship road map along with three photographs documenting the mentorship experience;
 - f) completing and submitting a Mentorship Program questionnaire, Peer Evaluation Form and Mentor Evaluation Form prior to the end of the Mentorship Program; and
 - g) upholding the Cattlemen's Young Leaders Program's Code of Conduct.

Responsibilities of the Mentor

3. The Mentor is responsible for:
 - a) reviewing the goals of the Mentee prior to the first meeting with the CYL Coordinator and advising the CYL Coordinator whether the Mentor can help the Mentee attain the goals identified or if modification of the goals is required;
 - b) following the lead and work with the Mentee to develop a mentorship road map and budget; and
 - c) completing and submitting a Mentorship Program questionnaire and Mentee Evaluation Form prior to the end of the Mentorship Program.

Joint Responsibilities of the Mentee and Mentor

4. The Mentee and Mentor must attend an introductory meeting with the CYL Coordinator (in person or by conference call) to be held at a mutually agreed upon time and place to:
 - a) introduce the Mentee and Mentor;
 - b) answer any questions the Mentee and Mentor may have about the Program and their respective responsibilities;
 - c) discuss financial assistance available to the Mentee;
 - d) review the Mentorship Program requirements with respect to mentorship budgets and mentorship road maps to be developed by the Mentee and Mentor.
5. With the Mentee taking the lead, the Mentee and the Mentor must develop a mentorship road map and budget which should include the following:
 - a) at least 5 goals of the relationship (objective areas);
 - b) at least one event/meeting that both parties will attend as part of the program;
 - c) the scope of responsibilities the Mentee and Mentor is assuming, including what the time commitments will be;
 - d) scheduling, cancelling and rescheduling meetings or conference call;
 - e) the logistics of the relationship, that is, how, when and where meetings and communications will occur;
 - f) how to deal with confidential information;

- g) what topics or issues are outside the scope of the relationship (boundaries); and
 - h) how obstacles or problems are to be dealt with.
6. Submit the mentorship road map and budget to the CYL Coordinator for approval.
 7. Implement the mentorship plan upon receipt of approval from the CYL Coordinator in accordance with the approved mentorship road map.

Optional opportunities for Mentee

8. The Mentee is eligible to apply to the International Partnership Program to represent Canada at international forums, such as the Five Nations Beef Alliance. Application forms for the International Partnership Program will be available prior to the event(s)

Optional opportunities for Mentor

9. To enhance the mentorship relationship the Mentor has the option of matching the budget given to the Mentee at the onset of the mentorship relationship. Information on this matching program is available from the CYL Coordinator.

Site Visits and Vehicle Transportation

10. The Mentor and the Mentee agree that there is no obligation on the Mentee, as a participant in the Mentorship Program, to visit the Mentor's place of business or to accept transportation from the Mentor if the Mentee does not freely and voluntarily wish to do so.
11. If the Mentee visits the Mentor's place of business, the Mentee agrees to comply with all directions and policies of the Mentor with respect to matters relating to the Mentee's health and safety while on the premises and, in particular with all policies established by the Mentor pursuant to the *Occupational Health and Safety Act*.
12. If the Mentee visits the Mentor's place of business, the Mentor shall comply with the *Occupiers' Liability Act* and the *Occupational Health and Safety Act* and to ensure that the Mentee will be reasonably safe in using the premises for the purposes for which the Mentee is invited by the Mentor to be there or is permitted by law to be there.
13. If the Mentor is transporting the Mentee in the Mentor's vehicle, the Mentor shall comply with the *Traffic Safety Act* to ensure that the Mentee will be reasonably safe while being transported by the Mentor.

Waiver of Liability

14. The Mentee and the Mentor acknowledge and agree that they are voluntarily entering into this Agreement and apart from the expenses to be reimbursed by CCA in accordance with the approved budget and mentorship plan, and optional matching grant, if any, provided by the Mentor, that the Mentee and Mentor are responsible for the costs they incur in participating

in the Mentorship Program.

- 15. The Mentee agrees that neither the Mentor nor the CCA is responsible for any loss or damage sustained by the Mentee, including any loss or damage caused by injury to the person or property or by the death of the Mentee, howsoever caused and notwithstanding that same may be caused by or contributed to by the negligence of the Mentor or the CCA. Notwithstanding the foregoing, this waiver of liability with respect to the negligence of the Mentor does not apply to any personal injury or death of the Mentee as a result of the negligence of the Mentor in transporting the Mentee in the Mentor’s motor vehicle.
- 16. The Mentor agrees that neither the Mentee nor the CCA is responsible for any loss or damage sustained by the Mentor, including any loss or damage caused by injury to the person or property or by the death of the Mentor, howsoever caused and notwithstanding that same may be caused by or contributed to by the negligence of the Mentee or the CCA.
- 17. The Mentee and Mentor further agree that paragraphs 16 and 17, respectively, are binding on the estate, beneficiaries, personal representatives, successors and assigns, as the case may be, of the Mentee and Mentor.

Contact Information

- 18. Any questions with respect to the Mentorship Program can be address to the CCA at the address noted below.
- 19. The contact information for the parties is as follows:

For the CCA: Canadian Cattlemen’s Association
 180, 6815– 8th Street NE
 Calgary, Alberta T2E 7H7
 Attention: Jolene Noble
 Phone: (403) 275-8558
 E-mail: noble@cattle.ca

For the Mentee: _____

 Address

 City, Prov, Postal Code
 Phone: _____
 E-mail: _____

For the Mentor: _____

Address

City, Prov, Postal Code

Phone: _____

E-mail: _____

For the Mentor:
(2nd mentor) _____

Address

City, Prov, Postal Code

Phone: _____

E-mail: _____

The CCA has signed this Agreement this ____ day of _____, 2010.

CANADIAN CATTLEMEN'S ASSOCIATION

Per: _____

Print Name

The MENTEE has signed this Agreement this ____ day of _____, 2010

Signature

Print Name

The MENTOR has signed this Agreement this ____ day of _____, 2010

Signature

Print Name

The MENTOR has signed this Agreement this ____ day of _____, 2010
(2nd mentor if applicable)

Signature

Print Name