**OXFORDSHIRE FAMILY HISTORY SOCIETY MENTORING SCHEME**

1. **Definitions**

Mentor means the person offering thoughts, advice and suggestions as to how someone might further their research.

Mentee means the person requesting thoughts, advice and suggestions as to how they might further their research.

OFHSMS means the Oxfordshire Family History Society Mentoring Scheme.

1. **Purpose**

The purpose of the OFHSMS is to provide assistance to OFHS Members in either starting their research or providing advice as to how they might extend their research when they are unsure or have difficulties and cannot advance their research any further.

1. **How the Scheme Works**
2. Mentors and Mentees will be introduced to each other by the Mentoring Co-ordinator.
3. The role of the Mentor is to give advice as to how the Mentee might be able to progress their research. The Mentor should rely solely on their existing knowledge and should not conduct research on behalf of their Mentee. A few lookups in paid for websites, to confirm a detail, are acceptable. Beyond this Mentors should recommend that the Mentee consider taking out their own subscriptions. Alternatively, it may be possible to suggest that the use of a public library may meet their needs.
4. The number of Mentees referred to any Mentor at any one time will be limited to that agreed with each Mentor in advance.
5. Mentees may be referred to more than one Mentor where their research interests cannot be covered by one Mentor. If a Mentee is referred to more than one Mentor the areas of research will be clearly defined for each Mentor.
6. When a Mentee has been assigned more than one Mentor the Mentee should confine their discussions to the areas of help that have been defined with each Mentor unless it has been agreed between the Mentors that their respective areas of help can be discussed.
7. Mentoring relationships will usually start by email. The majority of the advice and guidance should be given in this way. Where it is deemed to be more beneficial for Mentors and Mentees to meet this must be mutually agreed and should not be at the home of either. Where convenient a local library, with public access to computers, should be considered.
8. Mentors and Mentees should try and complete their mentoring involvement within 3 months. Depending on the complexity of the areas of research this may have to be extended.
9. The Mentor and not the Mentee will lead the mentoring relationship, in terms of initiation. Mentors and Mentees will jointly agree when a mentoring agreement has come to an end, at which point both shall inform the Mentoring Co-ordinator.
10. If the Mentor or Mentee is unhappy in any way with the relationship, then either should refer back to the Mentoring Co-ordinator immediately.
11. Mentors must not involve themselves in any expenditure on behalf of their Mentee. If a Mentor considers that they may incur costs, e.g. telephone calls, travel to meet with a Mentee (see paragraph 3 (f)), they must first confirm with the Mentoring Co-ordinator that these costs will be met.
12. Should the Mentee attempt to go beyond the scope of the agreement (e.g. by asking the Mentor to undertake research on their behalf) the Mentor must immediately refer the matter to the Mentoring Co-ordinator.
13. A Mentee may apply to the OFHSMS for assistance on more than one occasion subject to the area of research in which assistance is required is different from that already given.
14. **Assessment of the Scheme**

Regular assessments will be made of the monitoring scheme to gauge its value. To enable this to be done:

1. Mentors should keep a record of the time taken to deal with an enquiry, be able to assess the value of their suggestions for further research and if possible form a judgement of the likelihood that the enquirer will seriously attempt to follow up the suggested lines of research.
2. Mentees will be asked the extent to which they have followed up the suggestions made to them and whether there has been any progress in their research.

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