

IIA NZ Mentoring Program Charter

Purpose

We are driven by our vision for internal auditors to support achievement of organisation objectives with pragmatic insights that strengthen governance and improve business processes. We strive to make a positive difference from the boardroom to the frontline, which maintains trust and confidence in the organisation. One of our goals is to strengthen the internal audit profession by enabling IIA NZ members to engage with peers to provide general insight on risk management and assurance activities.

The IIA NZ Mentoring Program is committed to enhancing engagement in the IIA NZ community by increasing interconnectedness among its members. The Program will:

- Provide an opportunity for both Mentors and Mentees to grow and develop (personally and professionally).
- Enable internal auditors to feel supported, connected and encouraged by learning more about the profession.
- Provide leaders in the profession opportunity to learn from Mentees new perspectives and ideas.
- Support positive development of future internal audit leaders and the profession.
- Provide a platform to broaden perspectives by learning from the experiences, insights and challenges of others.

Requirements to be a Mentor

IIA NZ requires the following of Mentors:

- Ideally at least 7 years of experience in internal audit.
- Be members of IIA NZ.
- Provide contact details of two referees to support their application.
- Let Mentees know if they discontinue their IIA NZ membership.

Requirements to be a Mentee

IIA NZ requires the following of Mentees:

- Be members of IIA NZ.
- Obtain endorsement from their Manager/organisation to participate in the Program.
- Let Mentors know if they discontinue their IIA NZ membership.

Expectations of Mentors and Mentees are as follows:

Mentors	Mentees
<ul style="list-style-type: none">• To apply coaching skills to support the Mentee to generate their own solutions.• To share experiences and suggest options.• To avoid being judgemental.• To acknowledge they don't have all the answers.• To be clear about expectations and boundaries.• To respect confidentiality.• To abide by IIA Code of Ethics.• To see mentoring as an opportunity to learn themselves.• To be disciplined in committing to meetings scheduled with their Mentee (minimum 1- 2 hours of their time monthly).	<ul style="list-style-type: none">• To be curious, organised, efficient, responsible and engaged.• To take responsibility for their career/professional goals.• To document and review goals and desired outcomes when working with a Mentor.• To take ownership for the contact time with their Mentor.• To consider how to maximise time spent with their Mentor and prepare in advance of their meetings.• To respect the views and insights shared by their Mentor and confidentiality.• To abide by the IIA Code of Ethics.• To be proactive in completing actions in between meetings.• To be respectful of their Mentor's time and commit to each meeting (minimum 1 - 2 hours of their time monthly).

Matching of Mentors and Mentees

Each Mentor will be assigned one Mentee in the Program. IIA NZ will determine the pairings based on the information supplied on the application form, your CV and an interview (either by phone or in person).

Duration of the Mentoring Program

The Program will last for 12 months. After which any contact between the Mentor and Mentee will be outside the scope of the Mentoring Program and at the discretion of the Mentor and Mentee. For the first six months (Program pilot), feedback will be obtained from participants on a regular basis on the progress of the Program, improvement opportunities and their mentoring relationship.

The Mentor can choose not to mentor the Mentee and withdraw from the mentoring relationship at any time, as can the Mentee. It is up to both participants to advise IIA NZ of the end of the mentoring relationship. Should either party cease being a member of IIA NZ, the relationship will be immediately terminated.

Formal feedback will be obtained from all participants halfway through and at completion of the Program.

Terms and conditions

All participants will agree to the IIA Mentoring Programme Agreement as outlined.

Queries

If during the Program, either the Mentor or Mentee has any concerns, complaints or is unable to continue with the Program, please email admin@iianz.org.nz or call 0800 375 366.