



2017 NEA  
**REPRESENTATIVE ASSEMBLY**  
Boston, Massachusetts



TO: MTA Delegates to the 2017 NEA Representative Assembly

FROM: Barbara Madeloni, MTA President  
Donna Gogas & Andrew Willis, Mentor Coordinators

SUBJECT: **Registration for the Mentor/Mentoree Program at the NEA-RA**

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We are pleased to continue the Mentor Program for the NEA Representative Assembly. The purpose of this program is to help first year delegates handle their responsibilities at the Representative Assembly. The Mentor and Mentoree should become a team! If you are interested, please select the option when registering for social events.

The plan is for the Mentors and Mentorees to be introduced at the NEA Pre-Convention Meeting on Wednesday, June 7. After the regular Pre-Convention meeting, program chairs Donna Gogas and Andrew Willis will be hosting a "Meet & Greet" for the program participants. This initial event will provide an opportunity to meet and get to know each other a bit before the RA journey begins. On Friday June 30, MTA will be hosting a Welcome Reception at the host hotel for all delegates. This will provide another opportunity to touch base with your RA team member and start the experience of the RA off to a great start. MTA will host another Mentor/Mentoree event at the hotel. Details about this onsite event will be available at the Pre-Convention meeting.

We urge you to participate in this worthwhile program. The following statements were taken from previous evaluations:

*"This program was especially helpful to me as a first time delegate. I felt more prepared for the RA floor and had a better understanding of the issues."*

*"I am a first time delegate and I did not opt to participate in the Mentor/Mentoree program. The RA was a successful experience; however, thankfully through Williamstown and TASC, I knew people and general procedures, etc. Others who did not have backgrounds or roots in the association struggled more without the mentor program. New delegates need to be encouraged to participate, to insure that they have a good learning experience."*

*"Thank you so much for all the efforts in the Mentor-Mentoree program. It made a big difference in helping me handle my responsibilities and the overall quality of the conference!"*

Experience is the best teacher. We hope that this program will allow teams to share valuable information. Join us in making the Representative Assembly productive and memorable for all.

NOTE: The forms attached only needs to be filled out and submitted in place of answering the questions via the Cvent registration system.

If you have any questions, please EMAIL or CALL, Jessica Parlon at [jparlon@massteacher.org](mailto:jparlon@massteacher.org); 617-878-8153.

We look forward to hearing from you.

## MENTOR GUIDELINES FOR THE NEA-RA MENTOR PROGRAM

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The Mentor Program for first year delegates was established to help them handle their professional responsibilities at the NEA Representative Assembly. The Mentor and Mentoree should become a team.

### **Role of Mentor**

The Mentor is an experienced delegate, well-versed in the policies and processes of the Caucus and the Representative Assembly. The Mentor:

- Makes contact with his/her assigned new delegate(s) prior to the June in-state Pre-Convention via email or by phone.
- Makes contact with his/her assigned new delegate(s) at the June in-state pre-convention meeting and/or at the Welcome Reception in Boston, MA.
- Attends Mentor/Mentoree event on Friday, June 30, at the hotel site with MTA Leadership and the Mentor Coordinators.
- Explains how to work the floor: individual floor procedures for speaking at the Caucus and Representative Assembly (including access to microphones and telephone systems).
- Helps new delegates understand the process of the Caucus, as well as the process of the Representative Assembly.
- Helps new delegates understand the NEA credentials and ballot voting procedure; offers to accompany new delegates to register and vote.
- Sits with the new delegates to guide them through the mounds of paper, especially New Business Items, Resolutions, Candidates and Bylaws.

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### **MENTOR SIGN-UP**

Yes, I would like to participate as a Mentor.

I understand the role of the Mentor and I am willing to assist a new delegate.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: School \_\_\_\_\_ Home \_\_\_\_\_

Local: \_\_\_\_\_

Home E-Mail: \_\_\_\_\_

**Register online at [www.massteacher.org/ra](http://www.massteacher.org/ra) by Thursday, May 25.** If you require assistance with registration, please contact Jessica Parlon, [jparlon@massteacher.org](mailto:jparlon@massteacher.org); 617-878-8153.

NOTE: The form only needs to be filled out and submitted in place of answering the questions via the Cvent registration system.

## MENTOREE GUIDELINES FOR THE NEA-RA MENTOR PROGRAM

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### **Role of the Mentoree**

The typical Mentoree will be a first year delegate. The Mentoree:

- Attends all the preliminary meetings.
    - In-state Pre-convention (June 7, 2017)
    - Welcome Reception (June 30, 2017)
    - Mentor/Mentoree Reception (June 30, 2017)
  - Is willing to make his/her questions and concerns known.
  - Is willing to participate in discussions and deliberations on issues - to vote and speak freely.
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### **MENTOREE SIGN-UP**

Yes, I would like to participate as a Mentoree.

I understand the role of the Mentoree and look forward to this experience.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: School \_\_\_\_\_ Home \_\_\_\_\_

Local: \_\_\_\_\_

Home E-Mail: \_\_\_\_\_

**Register online at [www.massteacher.org/ra](http://www.massteacher.org/ra) by Thursday, May 25.** If you require assistance with registration, please contact Jessica Parlon, [jparlon@massteacher.org](mailto:jparlon@massteacher.org); 617-878-8153.

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