



THE NEW ZEALAND
SOCIETY OF AUTHORS
(PEN NEW ZEALAND INC) | TE PUNI KATUHI O AOTEAROA

NZSA Mentor Programme

Rules

1. The mentor programme is sponsored by Creative New Zealand and is an initiative of NZ Society of Authors. Both must be acknowledged in any subsequent publication of the submitted project.
2. Confidentiality is a requirement of any mentorship relationship. Each participant must treat information that is shared as strictly confidential, not to be revealed to anyone else unless the mentee or mentor states otherwise. The mentor agrees to not discuss the project with any third party without express permission from the writer / graphic novelist.
3. Mentees must be current financial members of NZSA and a New Zealand citizen or permanent resident. Individuals wishing to join the NZSA in order to benefit from this programme who have chosen to pay by monthly instalments, are obliged to pay a minimum of 50% of the membership fee prior to application.
4. Mentees are selected and matched with mentors by a Selection Panel of three experienced writers or graphic novelists. The panel's decision is final and no correspondence will be entered into.
5. A phone or skype meeting will be scheduled with the matched mentee and mentor to ensure a rapport can be formed. If both parties are happy they each sign an agreement form and the mentorship can begin. If one of the pair feels that it would not work then a new mentor will be found for the mentee. It is possible at this stage for either party to withdraw from the programme.
6. If a mentee wishes to withdraw from the programme after the mentorship has begun they must notify National Office immediately.
7. Both parties will sign an agreement committing them to either a 25 hour mentorship of a 12.5 hour mentorship. By signing this agreement the mentee

and mentor agree to abide by the guidelines, rules and obligations. Once both agreements are received it will authorise the first payment to the mentor.

8. Contact between mentor and mentee can be arranged in whatever way is suitable for both participants. Mentors will be available to discuss ideas and problems, provide editorial advice and share the benefit of their experience as published writers / graphic novelists.
9. Mentors will keep a record of their time spent on the mentorship, this time will include time spent reading, researching (if required) and writing critiques. The mentee will keep a record of the time spent communicating with the mentor and should check in with their mentor from time to time about remaining hours.
10. Mentees undertake that they are prepared to accept the mentor's critique of their work and to work diligently on their submitted project, meeting deadlines as required and completing the programme within the time frame to the best of their ability.
11. The NZSA Operations Manager is your point of contact. If for any reason the mentee is having difficulty contacting the mentor or understanding their critiques National Office will work with both parties to arrive at a solution.
12. The mentor is a role model offering a safe space for the mentee to discuss their work. They provide professional development, accountability and substantive feedback. The mentor doesn't write with the mentee, fix story problems, edit the work, publish the work or promote the mentee to publishers. If the mentor chooses to help in any of these areas – great! But this is beyond mentorship and should not be expected.
13. If the mentor has any concerns or issues with the mentorship he or she should contact National Office as soon as possible.
14. If the mentee has any concerns or issues with the mentorship he or she should contact National Office as soon as possible.
15. In the case of a mentor arrangement being terminated, the mentor will be paid a pro rata fee for the time they have spent on the mentorship to date. This will be deducted from the funds available for continuance with another mentor.

16. At the end of either the 25 or 12.5 hours, mentees and mentors are both required to complete an evaluation form. When this evaluation is received the mentor will be paid the second half of their fee.
17. Copyright in any work developed during the programme remains with the mentee.
18. It is expected that the mentee will be the main driver of the mentorship, initiating contact at agreed intervals.
19. It is expected that the mentor will acknowledge any communications within 48 hours and let the mentee know when they can expect feedback on work submitted.
20. The mentor is there to guide the mentee with feedback and by sharing experiences. Any decisions the mentee makes is the mentees decision and he or she takes responsibility for actions taken and choices made.
21. Mentees are required to notify NZ Society of Authors of any career developments including publications, awards and successes.
22. Due to the conditions of funding from Creative New Zealand both mentors and mentees must complete the mentorship by **November 2017**.
23. Failure to reasonably abide by these rules may impact on future programme applications and / or inclusion in the Mentor Registry.

National Office

Claire Hill is the first point of contact for any enquiries or concerns during the mentorship. She can be contacted by phone 09 379 4801 and email office@nzauthors.org.nz