



Association of Chairs Co-Mentoring Scheme Terms and conditions

Eligibility for the scheme

This is a pilot scheme, made possible by London funder City Bridge Foundation, so it is initially focussing on London-based chairs (that is if you or your charity is based in London or serves London). We will prioritise matching London chairs in this first phase.

We cannot guarantee the length of time it will take to make a co-mentor match

The length of time may vary as this is a pilot scheme and a personal matching service, designed to find an appropriate match. AoC will keep in contact with applicants to inform them of progress made in the matching process.

We can't guarantee a mentoring match

AoC will do its best to match all applicants in the scheme. However, there is a possibility that we won't find a successful match as this is a personal matching service.

Professional relationship

Naturally the relationship between co-mentors is expected to remain professional. Please don't hesitate to let us know if you feel uncomfortable about any aspect of your co-mentoring relationship.

When things go wrong with the co-mentoring relationship

Sometimes the match might not work. This might be because of chemistry or because one person does not have the time they initially envisaged, or for another reason. In this case you should agree to end the relationship and inform AoC. We welcome feedback on the reasons for the relationship ending and anything we can learn for the future.

Behaviour and our complaints procedure

At Association of Chairs, we are committed to providing an environment that is free from harassment and bullying and ensures all who come into contact with AoC, whether as staff, trustees, members or volunteers, are treated, and treat others, with dignity and respect. If you feel you have been harassed or bullied we encourage you to report it so we can take action. We will seek to ensure that a safe place and person is available to whom such matters can be reported, and that advice and assistance is available to assist the formal or informal resolving of the issue. Please [contact us](#) if you would like to see a copy of our dignity at work policy. If anyone, through their actions during participation in the scheme,



breaches our policy or brings AoC into disrepute, we reserve the right to disbar the individual concerned from the co-mentoring scheme.

Should you wish to make a formal complaint the details of how to do so are [here](#).

How we use and share your data

Please be aware that the information you provide us with in your application form, email exchanges and phone calls detailing what you're looking to get out of the scheme may be shared with potential co-mentors within our network for the purpose of establishing suitability of possible partnerships. We match participants based on details provided by both parties in application forms, email and telephone conversations and LinkedIn profiles. We will share your information with no-one else.

How we store your personal data

The details you provide during the application process will be used for the purpose of the co-mentoring scheme only.

Confidentiality agreement

The nature of the co-mentor relationship means that, on occasion, issues of a confidential nature are discussed. By taking part in the scheme, participants agree to keep this information confidential at all times. This includes any notes shared. AoC cannot be held responsible for any breach of confidence between participants of the co-mentoring scheme.

The co-mentoring process

You are in control of your objectives for the scheme. We cannot guarantee your experience. Individuals looking to be co-mentors set their own objectives and are helped to reach them through the support, guidance and advice of their co-mentor. Once AoC has matched you with a co-mentor, it is up to you as partners to lay out the objectives of your relationship and create a plan for how it will work. AoC can be contacted if any problems or questions arise.

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