



## **ARIAS•U.S. Mentoring Program**

### **Procedures**

1. Purpose of the Mentoring Program. The program is designed to give newer Arbitrators the ability to seek advice and assistance directly from experienced ARIAS•U.S. Certified Arbitrators on issues relating to arbitration procedure, case management, ethics, practice management and development.
2. The program is not designed, nor shall it be used, to provide substantive legal advice or to recommend rulings in ongoing arbitrations. Rather, it is designed to help new arbitrators navigate their way through what may be an unfamiliar process of setting up and managing a new arbitration practice or managing an arbitration proceeding.
3. The Mentor List. The ARIAS-US Member Services Committee will maintain a list of mentors. Initially the list will be made up of approximately 10 mentors. The size of the list may be adjusted by the Committee as events and usage warrant. It is intended that Mentors will have at least 15 completed arbitrations, but the Members Services Committee is authorized to adjust the eligibility rules to meet demand or for other reasons.
4. Eligibility. The Mentoring Program (the “Program”) is open to current ARIAS-US members in good standing.
5. Publication. ARIAS will publicize the mentoring program on the ARIAS website and through other means of communication to members.
6. Procedure.
  - a. Eligible members may submit a request for assistance under the Program by sending an email to [Mentor@arias-us.org](mailto:Mentor@arias-us.org), or by calling 703-574-4087. The request should have the following information:
    - i. Identity of the requester
    - ii. General subject matter of the request
    - iii. Time sensitivity of the request
  - b. Mentors will, to the extent possible, be assigned on a rotating, alphabetical basis unless the new arbitrator has identified a list of mentors that they are interested in being connected with, if possible. Upon receiving a request, ARIAS staff will contact the mentor on the List following the last assigned mentor, and inquire as

to the availability of the mentor for the assignment. The mentor will be given information about the general subject matter and time sensitivity of the request.

- i. If the mentor is not available, the ARIAS staff member will go to the next name on the list, and make a similar inquiry, repeating the process until an available mentor is identified.
  - ii. If the mentor is available and willing to serve, Staff will give the mentor the name and contact information for the member requesting assistance, and the Mentor will contact the member within 48 hours. [option 2]The Staff will notify the member of the name and contact information of the assigned mentor.
- c. Within one week of the Mentor Assignment, the ARIAS staff will send to both the Member and the Assigned Mentor an email soliciting feedback on the Mentoring experience, using a survey evaluation. Staff will follow up one week later if no response is received to the survey request.
- d. We encourage long-term mentor relationships beyond one-time guidance. For ongoing mentoring relationships, it is not required for newer arbitrators to contact ARIAS to request the arbitrator.