



## Volunteer Coach/Mentor Qualifications and Responsibilities

### **SUMMARY OF RESPONSIBILITIES**

The Coach or Mentor is responsible for giving well-intentioned business counsel to the Veteran/Veteran Owned Business (VOB), which will lead to the success of the new business. While the mentor is an advocate of the VOB, she or he is also an advocate of Warrior Rising. The Coach or Mentor helps the VOB become viable, and as such, put the VOB in the best position to benefit from the support provided by Warrior Rising. As such, a primary role is to help Warrior Rising identify those with sufficiently-developed business plans to move forward to actual production, marketing/sales (go to market) and/or capital raising/planning strategies and supporting the VOB in developing such plans.

### **SUGGESTED SKILL LEVELS:**

If you are mentoring Veterans who have little to no business experience and are trying to build their first business plan (which we call the Zero-to-One Phase), you must have the following skills and experience:

- College education with a business degree, or **equivalent (4+ years) business experience** plus
- Excellent use of Microsoft Office products, specifically Excel (ability to work with formulas to create spreadsheets) plus
- Great communication skills, specifically written communication.

If you are mentoring Veterans who are moving into more advanced stages such as incubators or fund raising, you must have the following skills and experience:

- All skills required for Zero-to-One Phase mentors plus
- MBA or have started and run a successful business for at least 3 years, even if you are still running it plus
- Successful fundraising or investment experience

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Coach (or Mentor) responsibilities include but are not limited to:

- Identifying when the VOB is well-prepared for success and, therefore, financial support from Warrior Rising or those investors introduced by Warrior Rising;
- Regularly evaluating the VOB's commitment and viability of business plan and strategy and providing assistance within the limits of the resources of Warrior Rising and the Mentor;
- Meeting regularly with the VOB through Warrior Rising prescribed scheduled program and through the applicable platform provided.

- Being reasonably responsive to the VOB and Warrior Rising. For example, responding to VOB and/or Warrior Rising contact within one (1) business day;
- Providing the VOB guidance in the Coach/Mentor's field of expertise (industry and/or knowledge area);
- Connecting the VOB with other resources, and appropriate sources of information both in and out of the Mentor's field of expertise (and registering/logging such resources with Warrior Rising);
- Taking reasonable care and being prudent with the advice and counseling to be rendered (i.e. be as accurate as possible, never over-represent the fidelity of the information to be given, and always communicate limitations on the information);
- Sharing ideas and success stories with other mentors and Warrior Rising in order to broaden the effectiveness of the mentoring program;
- Open communication with the Programming Chair (or their authorized delegate) of Warrior Rising upon request and promptly, meaningfully, and accurately updating the VOB database with respect to discussions with the VOB and other pertinent information;
- Adhering to all guidelines, policies, and procedures provided by Warrior Rising;
- If you are engaged in a business that involves consulting or advisory services, you will not solicit in any way, directly or indirectly, the veteran or VOB to become a client for your services unless and until released by Warrior Rising in writing, to do so;
- Promptly escalating problems or issues to the Programming Committee Chair;
- Following instructions provided by the Programming Committee Chair (or the authorized delegate); and
- **Maintaining the confidentiality of all VOB confidential information and not disclosing such information to any third parties or using such information for any purpose except assisting the VOB to succeed.**

The status of the Volunteer Coach/Mentor is that of a Volunteer with respect to Warrior Rising and is consistent with the Warrior Rising Policy on Volunteers, a copy of which has been provided to the Volunteer Mentor.

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Print Name

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Signature

Date

PLEASE RETURN A SIGNED COPY OF YOUR ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS RESPONSIBILITIES DESCRIPTION TO WARRIOR RISING. ELECTRONIC SIGNATURES ARE ACCEPTABLE.