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# GBA Mentorship Circle Open House Program Overview

Sponsored by the Group on Business Affairs (GBA)  
Professional Development Committee  
December 8, 2025



Association of  
American Medical Colleges

# Purpose and Program Description

## Year 6 of the GBA Mentorship Circle Program

5-7 Mentees and  
2 Mentors per Circle

**Connects GBA members interested in leadership and professional development with:**

Veteran Members

Peers

Access to GBA Resources

Advice from Experience

Shared Best Practices

Hot Topic Discussions

Post Webinar Breakout

Networking

Other

# How It Works

## APPLICATION AND MATCHING PROCESS

- Individuals apply to become a mentor or mentee
- The GBA Professional Development Committee (PDC) review of applications
- The GBA PDC Assignment of Mentorship Circles

## CONNECTING WITH YOUR CIRCLE

- Mentor training/orientation call with AAMC and new mentors
- Orientation for all program participants with AAMC and new circles
- Initial connections between co-mentors and Mentees
- Defining a meeting schedule and preferred communication methods
- Annual curriculum setting and engagement
- Convening during the GBA/GIP Joint Spring Meeting

## EVALUATION AND FEEDBACK

- Formal Evaluations
  - Mid-year\*
  - End of year\*\*
- Feedback to the PDC

*\*The Mid-year Survey provides an opportunity for reassessment & any positive adjustments for your Circle in real-time.*

*\*\*The End-of-year Survey is for ensuring continued improvements to the Program over time. Your feedback is very important to us!*

# The Application Process



## Submit an Application – Applications Are Now Open!

- ☐ The mentor and mentee applications are open on the AAMC GBA website, and an announcement will be made to the GBA shortly with information as well. **The deadline to submit an application is December 22<sup>nd</sup>.**

## Welcome Email

- ☐ After getting matched to a Circle, you will receive a welcome email from the AAMC that contains more information and next steps related to the Mentorship Circle Program.

## 2 Orientations (1 for mentors, 1 for all participants)

- ☐ A mentor training/orientation call will be held virtually once mentors have been identified; then, once Circles have been assigned, there will be a virtual orientation for all program participants, officially launching the Circles.

# Mentor Application

- ☐ What are your current areas of experience?
- ☐ In what areas do you feel you are best equipped to contribute towards the Mentorship Circles' success?
- ☐ What are your responsibilities in your current role?
- ☐ In what areas do you feel that you can best contribute your expertise as a mentor?



# Mentee Application

- ☐ How long have you worked in your current role?
- ☐ Describe your current role at your institution.
- ☐ Why do you want to participate in the Mentorship Circle program?
- ☐ What goals would you like to further explore through building relationships with your mentors and fellow mentees?
- ☐ What are your current areas of expertise?
- ☐ What qualities and skills do you want to further develop with the help of a mentor?



# Participant Expectations: Mentors



Participate in the Mentor Training on January 8<sup>th</sup> and Mentorship Program Kick-Off call on January 13<sup>th</sup>.



Attend the GBA/GIP Joint Spring Conference and/or webinars



Introduce and facilitate the connection of the mentees to each other and other GBA members



Define the meeting schedule and schedule Circle calls; others can lead calls though



Discuss and set realistic goals or areas of focus for mentees



Encourage mentees to utilize GBA resources



Introduce mentees to potential ongoing GBA mentors in roles/areas of interest



Complete GBA Mentorship Circle evaluation surveys to ensure continuous improvement of the program

# Participant Expectations: Mentees



Participate in the Mentorship Program Kick-Off call on January 13<sup>th</sup>



Attend the GBA/GIP Joint Spring Meeting and/or webinars



Proactively engage in your Circle



Flexibility with schedule to accommodate calls



Assist in the development of the meeting schedule and goals of your Mentorship Circle




Utilize the knowledge and skills of the mentors to enhance connections and engagement with the GBA, knowledge of GBA resources, and individuals within the GBA community



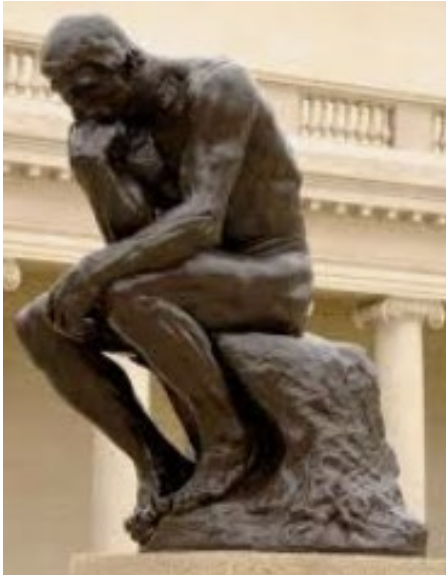
Work with the mentors to identify key colleagues with similar interests or activities to establish ongoing relationships at the conclusion of their Mentorship Circle program



Complete GBA Mentorship Circle evaluation surveys to ensure continuous improvement of the program



**What will  
work best for  
our Circle?**



# Curriculum Considerations

**Mentor and Mentee perspectives**

**Brief overview of your Circle**

**Come prepared to talk about your issues**

**Call schedule**

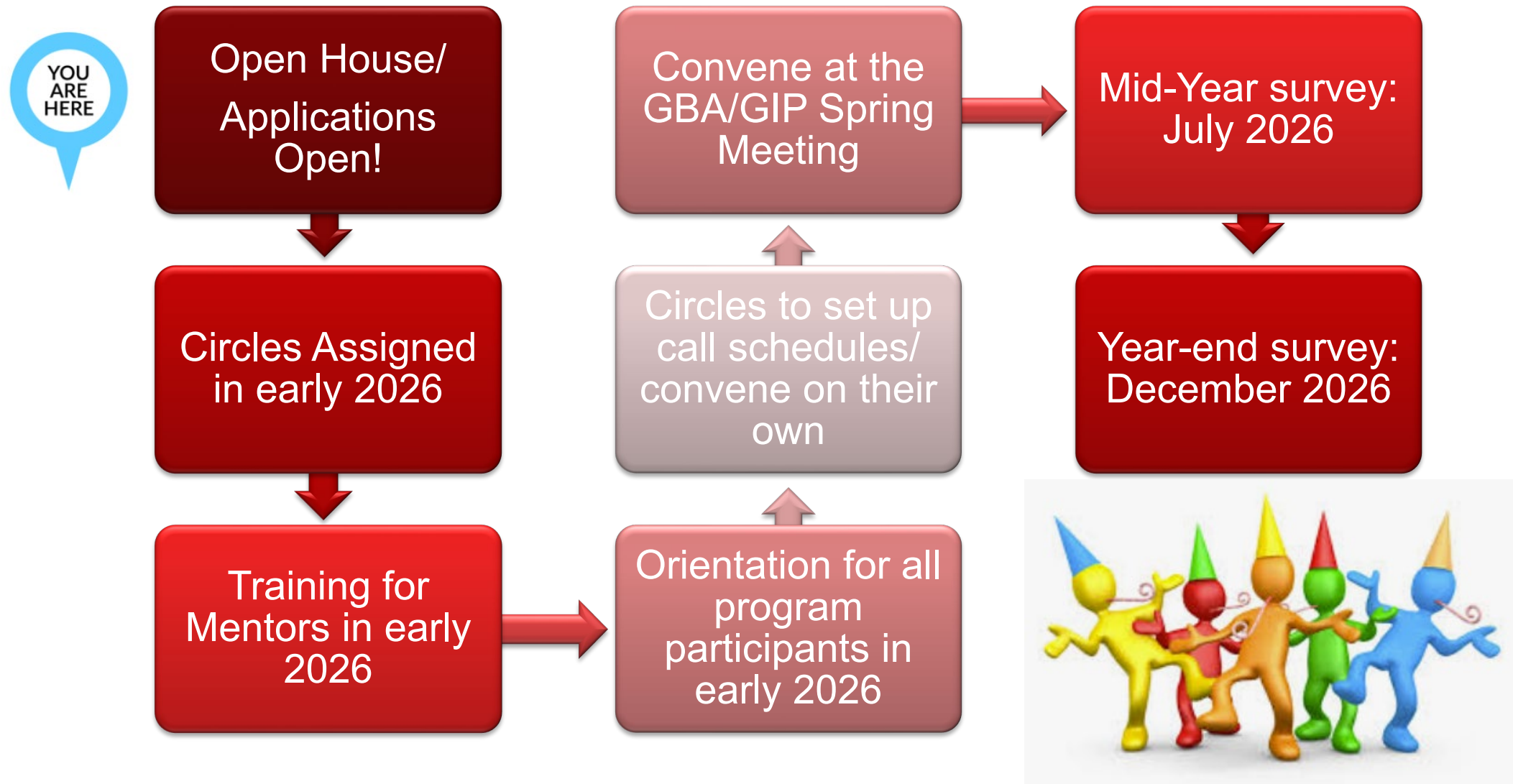
**Call structure**

**Activities (e.g., having mentees lead calls)**

**Projects (e.g., GBA presentation / poster)**

**Take-away lessons**

# Chronological Overview of the Program



# **GBA Mentorship Circle Program Leads**

## **Nathan Bohlmann**

Director of Operational Effectiveness  
Indiana University School of Medicine

## **Delores McNair**

Medical Laboratory Scientist  
University of North Carolina at Chapel Hill School of Medicine

## **Rebecca Napier**

Vice President, Finance Administration, UNM Health & Health Sciences  
University of New Mexico School of Medicine

# Do You Have the Time?

## A Few Things to Consider



### *The Commitment:*

- ☐ Each Circle decides its own schedule but should have ***no less than*** 4 meetings in one year. Calls may be monthly, ad hoc, or quarterly.
- ☐ The commitment can run anywhere from 1-3 hours a month with some months potentially free – it depends on what your Circle decides regarding your schedule, structure, and curricular activities

### *Things to Consider:*

- ☐ What does your schedule look like this year?
- ☐ Can you be flexible?
- ☐ Is this the right year for you to try this program?
- ☐ Will you have enough time and flexibility to show up for your Circle? Keep in mind that your ability to participate has an impact on the overall experience of your Circle as well.



***Remember:***  
**Time commitment  
and engagement  
are important—  
*you get in what  
you put out!***

# Answers to Some Common Questions

When do we get to meet our Circles?

You will meet your fellow Circle members on or before the Orientation call in early 2026. It's possible your co-mentors may reach out to you before Orientation to begin scheduling calls, etc.

How are Circles assigned?

Matching for Circles is primarily based on alignments found during the application review process while taking various factors into consideration (e.g., avoiding institutional overlaps where possible).

What happens at the conclusion of the year?

It is the choice of all Circle members how much they want to continue to informally connect with each other, but your official Program involvement for year 2026 concludes with the final evaluation.

# Answers to Some Common Questions (Cont'd)

How frequently do Circles convene?

Quarterly, monthly, or ad hoc, with a minimum of 4 calls throughout the year.

Can Mentors recommit to serve in this capacity for another cycle? What about mentees?

Yes to both!

If I completed the program as a Mentee, can I apply to serve as a Mentor?

Yes! You can participate as a mentor or a mentee any given year for as many future cycles as you'd like; however, you can't switch roles mid-cycle.

When can I apply?

Now! Applications are open on the GBA website. For questions, contact [gba@aamc.org](mailto:gba@aamc.org). An announcement will go out soon to the GBA.

# Questions, Thoughts, Ideas?

**The Floor**



**Is Open!**

**For questions/comments about the GBA Mentorship Circle Program,  
please contact [GBA@aamc.org](mailto:GBA@aamc.org).**