**Application for Membership of the Association of Business Mentors**

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| The Association of Business Mentors (ABM) is the professional association working to improve and professionalise business mentoring in the UK. Through member training and accountability, the ABM improves access to highly experienced business mentors and coaches and promotes the value and benefit of engaging professional business mentors to the UK Government and the business community. We work in partnership and with the support of Government Agencies and other Business Support Organisations.  **In order to become a member, the ABM expect you either to:**  **have started, run and or owned a business, or to have played a significant operational role in such a business or have managed a significant business unit or profit centre in a large corporate.**  We welcome applications from business mentors, consultants and coaches who are yet to have been engaged by a client or mentoring in the workplace but have business experience and an interest in developing their business mentoring skills. If your application is successful you will be recognised as an **Associate** **Member of the ABM**.  To be recognised as a **Full Member** it is necessary to have worked as a mentor or coach with at least three businesses over a minimum of two years. Please set out those which you have mentored in the last three years whom we may contact as referees.  Please indicate here the type of membership you are applying for:   |  |  |  |  | | --- | --- | --- | --- | | **Member** |  | **Full Member** |  |   Our [charter](https://www.associationofbusinessmentors.org/pages/29-abm-charter) is part of this application. When you apply for membership you agree to accept and abide with its ethos and content.  The ABM believes that “In Mentoring and business we don’t know what we don’t know,” and that “we never stop learning,” we therefore encourage all members to participate in a programme of continuous learning and understanding, by ‘progressing’ from Associate Member to Full Member to Professional Member.  As part of the membership process for Full Membership we undertake background checks of the details you supply. We do this by taking references and research into the information you provide. |

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| 1. **Personal details** | | | |
| First Name |  | Middle Name |  |
| Surname |  | | |
| Company/Trading Name |  | | |
| Company Registration Number (If applicable) |  | Date Started Trading |  |
| Trading Name (If different from above) |  | | |
| Trading Address or Home Address |  | | |
| Town |  | Postcode |  |
| Email |  | | |
| Website |  | | |
| Landline |  | Mobile |  |
| LinkedIn |  | | |

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| 1. **References for individuals wishing to become Full Members of the ABM (three required). These should be people you have mentored in the previous 24 months that are willing to offer a reference. You may like to contact them to advise of our intended request.** |

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| Name | Company / Organisation | Email address |
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| 1. **Business Experience Summary** Directorships, Partnerships and or positions held: (Please continue with an appendix to this application if necessary). |

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| Company/Organisation Name | Position Held | Dates (From/To) |
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| 1. **Please state why you wish to become a Member of the Association of Business Mentors** |
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| 1. **Please outline the experience you have that would add value to a client, individual or company. (*250 words maximum*)** |

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| 1. **Mentoring Experience:** Please provide a summary of any business mentoring and or business coaching (please differentiate between the two) you have already undertaken and client or mentee successes that have been achieved as a result of your work with them. (250 words maximum) |

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| 1. **Why you wish to become or are a mentor (250 words maximum)**  * What motivates you to mentor and or coach, * What are the differences that you discern between Business Mentoring, Coaching and Consulting? * Anything else you feel is relevant to your application e.g.: business successes, failures, lessons learned, other roles you may have had, awards you have received. |

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| 1. **Your challenges** Please Indicate the top 3 challenges you face (or expect to face) as a business Mentor or Coach |
| 1. |
| 2. |
| 3. |

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| 1. **Your clients’ or mentees’ challenges** Please indicate the top 3 challenges client businesses experience |
| 1. |
| 2. |
| 3. |

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| 1. **Qualifications** Please provide details of relevant academic, professional and business qualifications with accredited body and dates. | | |
| Qualification | Accredited Body | Date |
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| 1. **Professional Memberships** Please provide details of current Professional / Association Memberships: | |
| Membership Details | Date |
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| 1. **Published materials, books or papers.**   (If appropriate the ABM would be willing to publish a link to any published material you have authored) Please advise if you wish this to be actioned. | |
| Title | Date |
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| 1. **We like to showcase our members when they join, if you agree to this please provide a short biography here** |
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| 1. **Professional Opportunities** From time to time our Members offer, join or take part in Expert Webinars, panels and speaking opportunities to other members and or the business community. We also receive enquiries from Government, Press and Media to offer expert commentary. If you would like to take part in any of the above, please provide a brief outline of your area of expertise. (Please leave blank if you do NOT wish to take part). |
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| 1. **Insurance Details** PI insurance is a prerequisite for membership (excludes workplace mentors), please provide a copy of the Insurance Certificate as an attachment to this application. (If you are yet to obtain insurance many of our members use Westminster Insurance <https://westminster.global/uk/>) |

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| Broker Name |  |
| Professional Indemnity cover £ |  |
| Date of Renewal |  |

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| |  | | --- | | 1. **Specialist Experience and Competence** Please assess yourself in each of the following areas using the scoring system of 1, 2 and 3, whereby 3 is extremely competent, 2 is confident/working knowledge and 1 little or no knowledge. This is your commitment to continuous learning and to help the Association provide relevant training opportunities. Please note you will be able to upload your skills (the eight headings only and not the score given) to the ABM website to enable mentees to search for mentors with specialisms they are looking for in a mentor. | | | | |
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| **Business Strategy & Planning** | | **Finance & Administration** | |
| Business Strategy |  | Accounting |  |
| Business Planning & Goal Setting |  | Funding |  |
| Business Consultancy |  | Legal |  |
| Dealing with regulatory environment |  | Business modelling |  |
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| **Marketing & PR** | | **Sales** | |
| Developing New Products/Services |  | Sales Strategy |  |
| Finding New Markets |  | Business Development |  |
| Taking products/services to market |  | Relationship Management |  |
| Social Media |  | Distribution |  |
| Marketing Strategy |  |  |  |
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| **Human Resources** | | **IT/Technology** | |
| Building Networks & Teams |  | IT use |  |
| Change Management |  | Infrastructure |  |
| Managing People |  | Software |  |
| Leadership |  | Systems implementation and processes |  |
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| **Operations** | | **Growth** | |
| Operations Efficiency |  | Start-up & Expansion |  |
| Purchasing |  | International Growth |  |
|  |  | Buying and/or Selling a Business |  |
| **Property** | | Succession Planning |  |
| Property |  |  |  |

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| 1. **Continuous improvement of the ABM** In order to provide the best possible experience to our members, the ABM would like you to identify the top 3 services that you would like the ABM to provide in order to help you in your mentoring or coaching business | |
| 1. |  |
| 2. |  |
| 3. |  |

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| 1. **UK regions** The ABM has created four Regional Chairs for the UK. Your chosen region will be published in your website profile for potential clients to see. **Please indicate the region you wish to be affiliated to below.** |

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| **Regions** | **Regional Chair** | |
| Southern England | Chris Dowling [chris@dowlingbusinessmentor.co.uk](mailto:chris@dowlingbusinessmentor.co.uk) |  |
| London | Philippa Seal [philippa@philippaseal.com](mailto:philippa@philippaseal.com) |  |
| Midlands & East | Taruna Chauhan [taruna@tchauhanconsultancy.co.uk](mailto:taruna@tchauhanconsultancy.co.uk) |  |
| Northern England & Scotland | Gary King [gary@tendo-uk.com](mailto:gary@tendo-uk.com) |  |

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| 1. **Active Participation** We encourage all members to become actively involved in the region of their choice and or nationally. Please advise here if you are willing to help grow and develop the Association and in what area. (Our Executive Team and those that assist the Association are all unpaid volunteers and take no remuneration for the work they do). We particularly welcome assistance in the following areas: | | | | |
| Membership Growth |  | Marketing | |  |
| Funding / Sponsorship |  | Operations | |  |
| New Member Buddy System |  | Website & Social Media | |  |
| Standards & Ethics Committee |  | Regional Assistance | |  |
| Training, Learning & Development |  | Other Please state: |  | |

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| 1. **Growing our Membership** The ABM has ambitious plans to grow our membership throughout the UK. Please indicate here if you know of anyone that may be interested and or benefit from membership. Please let them know we may contact them. | | |
| Name | | Email Address |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**Help with this Application or Any Questions?**

Should you have any questions or would like to discuss your application please email [enquiries@associationofbusinessmentors.org](mailto:enquiries@associationofbusinessmentors.org) or the appropriate Regional Chair as listed above.

**ABM Partnerships**

The ABM has a number of partners whose services will benefit ABM members as business mentors. A list of our current partners can be found in the membership benefits section on the [Membership](https://www.associationofbusinessmentors.org/pages/10-join-the-abm) page of our website.

One of our partners, [Enterprise Nation](https://www.enterprisenation.com/about-us/), allows ABM members to become “Adviser Members” of their business community free of charge. With the demand on Enterprise Nation of start-ups and small businesses looking for mentors, we believe this partnership could be of huge value to you. If you would like to take advantage of that benefit, please tick the box below. By ticking the box you agree to the ABM sharing the following details with Enterprise Nation to set up your membership with them: full name; business name; email address; post code; telephone number.

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| 1. **I would like to become an Enterprise Nation Adviser Member as part of my ABM membership and are happy for you to share my details are per the above** |  |

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| 1. **How did you hear of the ABM?** |
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| 1. **If you use a particular business tool or tools that you believe may assist our members, please list here and whether you could make them available to the ABM** |
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| **Statement** |
| *By giving my details I am applying to join the ABM and agree to receive emails, newsletters, blogs and details of ABM events.*  *I agree to my details being used on the ABM website and mobile application in order for business owners to search in a public area.*  *I agree to all references and background checks being undertaken.*  *I understand I may cancel my membership at any time, with no refund of that current year’s, or month (if fees are paid quarterly), membership with the loss of all benefits and privileges that membership may bring including use of the ABM name and logo.*  *By joining I agree to continue my professional development as a business mentor and to abide by the ABM* [*Charter*](https://www.associationofbusinessmentors.org/pages/29-abm-charter)*.*  *I confirm I have also read the ABM’s privacy policy.*  [*https://www.associationofbusinessmentors.org/pages/9-privacy-policy*](https://www.associationofbusinessmentors.org/pages/9-privacy-policy)  *and consent to the ABM keeping and sharing my data in accordance with that policy. (The ABM will not share or sell your data to any third-party organisation without your specific consent).* |

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| **Signature** |  | **Date** |  |

**Payment details**

One off joining fee of £70 to be paid with the first membership fees payment.

I agree to pay the annual fee of £220 by direct debit (GoCardless), (or £200 if paid in one lump sum on the anniversary of my application) details of which will be emailed on the acceptance of my application in the following way:

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| £200 annually |  | £55 quarterly |  |

If you wish to pay by BACS, an additional £20 administration charge will be added to the annual membership fees.

Failure to pay the agreed fee when it is applied for, may lead to the forfeiture of your membership and the use of all logos.

**Thank you for completing the application form. Please return via email to** [**enquiries@associationofbusinessmentors.org**](mailto:enquiries@associationofbusinessmentors.org) **and if you are accepted we look forward to welcoming you to the Association of Business Mentors.**

**What Happens Next?**

1. Your application is reviewed by a member of the ABM Board who then makes a recommendation based on your answers provided.

2. The Administration Team will write to the three references you have provided where applicable. Obtaining a response can cause a delay in processing your application so we ask you to ensure they are aware of our need to contact them and respond promptly. We send up to three reminders before letting you know we are having difficulty.

3. The Team will then check your business details and any social media profiles you have provided.

4. When the above has been completed you will be emailed. Your application will either be accepted or rejected with an explanation as to why we cannot accept it at this time.

5. This process usually takes approximately ten days but can be longer if referees do not respond.

6. If accepted, you will be asked to pay the membership fee, the administration fee for joining and or a direct debit mandate for future membership payments.   
  
You will receive your membership certificate and a welcome letter from the Chair of the association. The success of any membership organisation is based on how active its members are, we therefore work on the member benefit promise ***"The more you put in, the more you get out."*** So we urge you to get in touch, stay in touch and work with us to make the ABM a professional association and community to be proud of.