



**Certified
Management
Accountants™**

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Terms and Conditions

Only those individuals who have completed an online Profile in the **CMA Ontario Volunteering/Mentoring Website** will appear visible to other Members. By default, all CMA Ontario Members are excluded from the Volunteering/Mentoring Website and must create a Profile to participate in Volunteering or Mentoring Opportunities. Due to privacy reasons, we do not pull information from your CMA Ontario Member Portal. If you wish to add your information to the Volunteering/Mentoring Website, please complete the online Member Profile accessible at www.cmaontario.org/volunteer. To no longer be visible for searches by other members, simply set the “Available to be a...Mentor/Mentee/Volunteer” to “No.” Contact us to be removed entirely from the Volunteering/Mentoring Website.

The CMA Ontario Volunteering/Mentoring Website, and the names and information included on it, remains the sole property of Certified Management Accountants of Ontario. It was created strictly and exclusively for the non-commercial use of Ontario CMA members and may not be used for solicitations of any nature. This database, including any and all of its contents, may not be redistributed or altered in any way, nor can any personal or professional information regarding an individual be provided either directly or indirectly to a non-member without the express consent of the individual. Failure to maintain your CMA Ontario membership will result in deletion of your Volunteering/Mentoring Profile and account without prior written notice.

To read the CMA Ontario Privacy Statement, please [Click Here](#).

Frequently Asked Questions (FAQs)

Use the navigation tabs on the left of the screen to search for CMA Ontario Members to send either a Mentor or Mentee match request and for viewing and applying to Volunteer Opportunities. You may search for Volunteer Opportunities without having to log-in.

1) What part of my Profile will be visible to other Members?

Please be aware that the information voluntarily submitted for your Profile may be viewable by other members. Your contact information, including phone numbers and email addresses, will only be visible to other Members after a successful Mentor or Mentee match or to Organizations after you have applied to their Volunteer Opportunity. Do not include personal or professional information that you do not wish to disclose. Only the First Name, Last Name, Membership Number (will remain confidential) and District (location) fields are mandatory; however, the more information you provide, the greater the opportunity for a successful Mentor/Mentee match or acceptance by an Organization for Volunteer Opportunity. (For example, consider using this Website in the same manner as you would LinkedIn.)

2) Why do I need a separate login for the Volunteering/Mentoring Website after I have already logged into the CMA Ontario Website?

The Volunteering/Mentoring Website was developed by a third-party provider and resides on a CMA Ontario managed/secured server in Canada. As a result, and to provide an additional layer of security, we require that you to set-up a separate login (your email address) and password to manage your Volunteering/Mentoring account.

3) Can Organizations search Members for Volunteer Opportunities?

No. Your Profile is only visible to an Organization after you have applied to one of their posted Opportunities.

4) Will I be notified every time a new Volunteer Opportunity is posted?

No. To avoid server congestion, we have limited the number of notifications sent out to Members of the CMA Ontario Volunteer/Mentoring Website. We highly recommend that you visit this site on a regular basis (minimum once per week) to take advantage of this powerful resource.

5) Will my account be deactivated if I do not access this Website regularly?

Not necessarily. Your account will remain active as long as you maintain your membership and are in good standing with CMA Ontario; however, CMA Ontario reserves the right to deactivate an account that has not shown any activity after a six-month period. We encourage you to update your Profile regularly.

6) What is a Mentor, Mentee and Mentorship?

A **Mentor** is a professional who is willing to spend his or her time and knowledge and experience on developing another professional by coaching, guiding, counseling and becoming a trusted confidant to their mentee.

A **Mentee** is an individual who has the desire to learn from another professional in by engaging in a mentorship. The mentor will provide the mentee with opportunities to engage with them and to seek valuable advice to grow personally and professionally. Mentees may be looking for advice regarding the CMA accreditation process, suggestions for career paths and goals, or help to overcome unique challenges.

A **Mentorship** is a relationship formed between a mentor and mentee. The relationship can be formal with scheduled face-to-face meetings to discuss and set professional goals or it could be informal with the occasional communication through email to seek advice and to connect.

7) How do I search for a Mentor or Mentee?

Simply click on the left tab titled "Search Members" to view a list of individuals who have indicated that they are interested in being either a Mentor, Mentee or both. You can then contact them directly through the email tool provided.

8) How do I match myself with a Mentor or Mentee?

Only after you have **confirmed** a Mentor/Mentee match with a Member through your communications (email, phone call, etc.), either you or your Mentor/Mentee must click on the “My Mentor/Mentee Matches” tab on the left of the screen, click “edit” to the right of the individual’s name and then change the “Status” to “Matched.” CMA Ontario reserves the right to seek confirmation of a Match. Any unconfirmed Match may result in deletion of a Member’s account

9) I am already matched as a Mentor or Mentee. How can I remove my visibility when Members search for me?

Edit your profile and set your “Available to be a...Mentor/Mentee” to “No.” Contact us to be removed entirely from the Website.

10) How do I know if I have been matched?

Every time you log into the Volunteering/Mentoring Website your home screen will inform you of any mentor or mentee requests and current matches.

For more information please contact:

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