



MENTORING COMMITTEE

VICE CHAIR, MENTEE SUPPORT

1) VISION:

- i. Create meaningful Mentor/Mentee matches utilizing mentor platform. Aim to become a valuable resource to program participants by personalizing experience through support and education prior to match, during match and follow-up after Mentor/Mentee match is complete.

2) CHARTER:

- i) To connect members of PWH with industry leaders to enhance their career development.
- ii) To engage members of PWH to become active in the mentoring program.

3) PRIMARY DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned:

- i) Promote and recruit mentors and mentees for the PWH Mentoring program.
- ii) Develop Mentee relevant content and follow release schedule as outlined in organizational plan
- iii) Proactively reach out to Mentors in the program to assess progress, answer questions and offer support as needed.
- iv) All committee VCs are expected to:
 - a. Create individual strategy to accomplish objectives as established in organizational plan. This can include formation of own subcommittee and leading the team and scheduling meetings as needed.
 - b. Identify activities to delegate to part time committee members as needed (if no subcommittee)
 - c. Provide support for Leadership Summit Mentoring Committee activities
 - d. Communicate status, issues and successes with Committee Chair
 - e. VCs need to work with committee chair to establish SOPs as required by PWH if not currently in place
 - f. Attend monthly committee calls
 - g. Attend PWH Board Meetings (encouraged but not required of VCs)
 1. December/January
 2. June/July
 3. Annual Meeting, at HIDA
 4. Spring at the HIDA Executive Conference
 - h. Support from employer
 - i. Abide by and promote the PWH mission and core values

v) Time commitments:

a. Approximately 8-14 hours/month

vi) 1 hr monthly for committee calls

vii) 2-4 hrs monthly for social media content development and posts

viii) 4-8 hrs quarterly for collateral development

ix) NOTE: Position is part of the leadership team, there will be additional time commitment involved.