



MENTORING COMMITTEE

VICE CHAIR, TECHNOLOGY 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:

1. Work with platform administrator and develop Platform relevant content and follow release schedule as outlined in organizational plan
2. As needed, gather user requirements and use information to guide discovery process and prepare recommendations on platform modifications or new software
3. Along with the Executive Administrator, become the go to resource for platform administration, inquiries and decisions

l) 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

II) Time commitments:

(a) Approximately 4-16 hours/month

- 1 hr monthly for committee calls
- 2-4 hrs monthly for social media content development and posts
- 8-48 hrs as needed for research
- 1 hr quarterly calls with platform administrator

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