



MENTORSHIP COMMITTEE CHAIR

The Mentorship Chair shall be responsible for forming and leading a committee to pair advanced executives with those members who are new to the field of fundraising, contemplating a career change, or seeking expert guidance in order to provide one-on-one assistance that will enhance their knowledge and skills as development professionals.

Roles and Responsibilities:

- Working with the Director, Membership and the mentorship committee develop a program plan to implement the strategic goals relative to mentorship as determined by the AFP Edmonton & Area Board of Directors
- Develop application process for mentees and mentors
- Work with the Communications Committee to promote the Mentorship Program broadly
- Make the matches, and notify the mentors (first) of whom their mentee will be.
- Host a special social event of the program and invite all mentors/mentees as well as Board members.
- Develop activities to support the mentorship relationship including potential training and professional development activities
- Keep in regular contact with participants remind them to keep moving the relationship forward
- Evaluate the program at the end of the year. Create an evaluation form for both parties to fill out so the chapter gathers feedback as to what is working and what is not
- Conclude the mentorship relationship at the end of the year with a formal letter letting both parties know the obligation is completed.
- Budget appropriately within the chapter to fund the mentorship program. Work with the Director, Revenue Generation to secure a sponsor for the mentorship program.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term

Length of Term: 1 year terms

Average Time Commitment per Month: 5-10 hours per month

- Committee Meetings: 1 hour monthly
- Portfolio Work Time: 4-9 hours monthly*
- Total monthly commitment: 5-10 hours per month

**It is important to note that work within Working Groups will fluctuate throughout the year. The estimates above reflect the average amount of time projected.*

Administrator Responsibility to Portfolio

- Assist in the preparation/execution of membership mailings, as requested by the Director of Membership
- Provide support with specific membership inquiries or questions as directed by Director of Membership
- Provide administrative support at Membership events as requested