

MENTORSHIP CHAIR

The Mentorship Director is responsible for Chapter mentor services including member mentoring, and the development and execution of mentoring programs.

Responsibility and Authority:

The Mentorship Chair will report to the Chapter President and the Executive Committee. The Mentorship Chair is a voting member of the organization.

Term:

The Mentorship chair will serve 2 years on the board.

General Duties:

- Oversee the work of the committee and serves as the leader of all mentorship functions and programs.
- Develop committee goals and recommend any new initiatives that will help develop roles for mentors and mentees.
- Coordinate a committee planning meeting to develop the overall calendar, ideas for events and campaigns; conduct committee meetings (in-person and/or via conference calls) throughout the year as necessary to manage all committee activities and to keep committee members engaged.
- Work closely with the Programs, Communications and Logistics Committee or Chapter Administrator to ensure each program runs smoothly and reflects positively on the Chapter.
- Work closely with Communications Committee to promote upcoming programs via the chapter website, social media channels, e-marketing and PR activities. The complete Promotion Request form should be provided to the Communications Committee at least 8 weeks prior to each event.

Time commitment:

The Mentorship Chair can anticipate spending 2 hours a week on Women In Healthcare affairs. This is spent attending board meetings, organizing the mentorship program, putting on events, and other tasks as they arise.

Legal commitments:

Upon appointment, the Mentorship Chair is responsible for reviewing and signing off on organizational bylaws.

Qualifications/Skills Requirements:

The individual in this role should have experience with mentorship development. An individual with a networking and understanding of the industry would be strongly preferred.