# PROFESSIONAL DEVELOPMENT

MENTORING

# DESCRIPTION:

Elected or appointed volunteer responsible for leading, planning, conducting, and overseeing the chapter’s mentoring program. Creates and delivers the mentoring program annual schedule, coordinates budget and resources (including recruitment of mentors, call for mentees, topic selection, administrators, venues, mentor- mentee matching, follow-up, scheduling, feedback, and continuous program improvement to ensure the smooth running of the mentoring program.

# RESPONSIBILITIES:

1. Create a new mentoring program, if needed, and/ or coordinate the existing one, managing the activities of mentor/mentee pairs from beginning to end to nurture a successful experience.
2. Develop and maintain process & procedures documentation relating to the mentorship program.
3. Work with the marketing team to promote mentoring programs at PMI chapter meetings, events and the chapter media channels as appropriate.
4. Work with the webmaster to put content on the chapter website (application forms and content).
5. Create and coordinate annual kickoff meeting with the professional development director in alignment with the approved chapter budget (i.e., cost, location, invitations).
6. Create and conduct the program kickoff presentation to recruited mentors/mentees.
7. Recruit and lead volunteers to support the program based on their assignment (registration, customer care, venue setup, etc.), keeping them engaged and motivated.
8. Match and monitor mentors and mentees based on established premises.
9. Facilitate the introduction of the corresponding mentor-mentee pairs.
10. Define mentee capacity of each mentor (usually 1 – 2).
11. Collect statement of understanding from each mentor/mentee pair.
12. Touch base with mentors/mentees on a regular basis, as appropriate, for status updates.
13. Communicate expectations/responsibilities to mentors/mentees.
14. Collect and maintain documentation (i.e., resumes, applications, contact information) from mentors/ mentees.
15. Develop, provide and maintain training for each of the intakes.
16. Validate content updates for each program.
17. Seek and engage new mentors/mentees.
18. Maintain a database of mentors for the program.
19. Mentor several mentees of your own (usually 1 – 2).
20. Gather and act on feedback regarding the mentorship program.
21. Provide status reports and other communication periodically. Maintain budget for specific area of responsibility.
22. Partner with relevant chapter stakeholders to support and improve the program and its processes.
23. Develop and implement succession and transition plan for the role.

# BUSINESS ACUMEN SKILLS:

* + Program development
	+ Planning and execution

# POWER SKILLS:

* + Ability to manage and execute change
	+ Innovative
	+ Collaborative leadership
	+ Detail driven
	+ Customer focused

Functional Areas and Associated Roles and Responsibilities

Chapter Volunteer

29 Role Delineation Study Results