



Position Description Mentor Program Committee Member

Purpose: To foster the contribution and sharing of expertise, insights and learning from experienced volunteer management professionals across Ontario. The committee will recruit, match and monitor mentor and mentee partnerships to support a successful mentor program.

Responsibilities: The committee will work collectively to:

- Review and approve the Terms of Reference and the committee position description annually
- Prepare effective marketing and communications to promote the Mentor Program to PAVRO membership
- Recruit mentors based on the Mentor Program selection criteria
- Acknowledge receipt of Mentor and Mentee applications via the Mentor Program application response template
- Select mentees based on goal templates and Mentor Program selection criteria.
- Review reference forms submitted as part of the application process and follow up with applicants and referees as required
- Prepare and send e-letter of acceptance or decline
- Match Mentors with Mentees based on Mentee program goals and Mentor's expertise, areas of interest and experience.
- Ensure Program and Confidentiality Agreement is completed, signed and returned to the Mentor Program Committee Advisor by the Mentor and Mentee of each partnership
- Arrange and provide orientation and training to each Mentor and Mentee partnership using the orientation checklist, the PowerPoint presentation (optional) and reviewing the PAVRO Mentor Program handbook in detail
- Check in with their mentors/mentees at least three times during the partnerships or more frequently if required, to ensure the partnerships run smoothly. Timelines for check-ins are set at the beginning of each session
- Respond to any requests/concerns the partners may have in a timely manner and consult with the Mentor Program Committee Chair as required.
- Complete and maintain the tracking spreadsheet (Google document) (i.e. number of matches, partners/organizations involved) to ensure all mentor and mentee partners are documented.
- Mediate and resolve any problems or concerns in the partnership (Ensure documentation is completed regarding the issue. The Mentor Program Committee Chair should be cc'd on any correspondence about the issue)
- Provide feedback to the Mentors and Mentees re: survey monkey responses
- Evaluate program and prepare an annual report to submit to the Director of Services' on the PAVRO Board of Directors

- Maintain and compile all mentor program documentation and processes in an electronic format and mentor program resource binder to be held and managed by the Chair

Outcomes: Facilitate the successful matching of up to 10 mentor partnerships per year based on number of compatible matches between mentors and mentees.

Qualifications:

- Knowledge about PAVRO and the volunteer management profession and experience or strong interest in mentorship
- Ability to work independently and as part of a province-wide team
- Excellent written and communication skills
- Good project management and organizational skills
- Serve for a two-year term giving approximately 2-8 hours per month (with the bulk of the work required between May and August)
- Ability to conduct orientation and training sessions

Cod of Conduct:

- I will perform my duties responsibly and impartially to the standards set out by PAVRO in a manner that would bear public scrutiny.
- I agree to declare any real, apparent or perceived conflict of interest in matters which may result in financial gain or personal benefit.
- I further agree to maintain the confidentiality of any proprietary or privileged information to which I have access, both during and after my term on the Mentor Program Committee. This information may include contracts, financial information, membership lists, staffing or personnel documentation and/or discussions about PAVR-O business.

Benefits:

- If travel is required and pre-approved, standard PAVRO mileage will be paid and long distance phone charges covered by PAVRO (with a log and/or receipt)
- Opportunity to increase networks and build partnerships
- Opportunity to work with other committed individuals to help grow the profession
- Professional development, gaining experience with a provincial committee

Approved: May 5, 2017