

**MENTORING COMMITTEE**

**VICE CHAIR-INDIVIDUAL MENTORING**

**VISION**

To create a sustainable mentoring program that encourages meaningful mentoring relations that support the personal and professional development of women in the healthcare industry

**CHARTER**

To connect members of PWH with industry leaders to enhance their career development, and to engage members of PWH to become active in the mentoring program

**PRIMARY DUTIES AND RESPONSIBILITIES** *including the following, other duties may be assigned:*

* Promote the PWH mentoring program
* Manage 1:1 mentor/mentee matches
* Develop mentee & mentor relevant content and follow release schedule as outlined in organizational plan
* Create easy to digest content to assist with the development of 1:1 mentoring relationships: onboarding videos- introduction to mentoring, how to’s, expectations, best practices, etc.
* Create strategy to accomplish objectives as established in organizational plan. This can include formation of sub-committee, lead the team, and schedule meetings as needed
* Identify activities to delegate to part-time committee members as needed (if no subcommittee)
* Provide support for Leadership Summit Mentoring Committee activities
* Communicate status, issues and successes with the Committee Chair
* Work with Committee Chair to establish SOP’s as required by PWH if not currently in place
* Attend monthly committee calls
* Abide by and promote the PWH mission and core values
* Engage support from employer

**TIME COMMITMENTS**

* Attend PWH Board Meetings
  + January
  + August
* Approximately 8-14 hours per month
  + 1 hour for monthly committee calls
  + 3-5 hours weekly for mentoring matches
  + 4-8 hours quarterly for collateral development