

**MENTORING COMMITTEE**

**VICE CHAIR-RECRUITING AND MENTOR SUPPORT**

**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 and recruit mentors and mentees for the PWH mentoring program
* Develop mentor-relevant content and follow release schedule as outlined in organizational plan
* Create and develop content to help raise awareness and interest in the PWH mentorship program: through blog posts, newsletter content, social events, etc.
* Proactively and consistently reach out to mentors in the program to assess progress, answer questions and offer support as needed
* 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
* 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
	+ 2-4 hours monthly for mentor content development
	+ 4-8 hours quarterly for collateral development