SECTION 17

MENTORING COMMITTEE

* Chairperson Responsibilities
* Timeline

**MENTORING** **CHAIR RESPONSIBILITIES**

The major focus for this Committee is oversee and enhance AFMA Mentoring Partnership Program and to provide mentors to new members.

1. Recruit mentors during RAD and RLS.
2. Work with AFMA Executive Secretary to obtain applications for members interested in being mentors or those who request a mentor. The Executive Secretary will match new coordinators with mentors as she receives their membership forms.
3. Work with Executive Secretary to monitor and maintain current list of mentoring partners.
4. Work with committee to review and update Mentor/Mentee resources (Guidebook with timelines)
5. Work with committee to review current process for matching mentors with mentees and determine if any changes should be made.
6. Work with Committee to determine if there are new ways to improve the mentoring program.
7. Provide committee activity information at each Board meeting / teleconference. Any committee agenda items and/or reports should be forwarded to the AFMA Executive Secretary in advance.
8. Follow up with mentors and mentees to assess how the process is working.
9. Work with Media Committee Chair to submit articles or updates regarding the Mentoring Program for the Newsletter as necessary.
10. Work with Web Site Chair to submit Facebook posts regarding the Mentoring Program for the Web Site as necessary.
11. Provide report for the Annual Business Meeting and Physician Advisory Meeting.
12. Determine ways to acknowledge mentors (at RAD/RLS, etc).

RECOMMENDED COMMITTEE SIZE: 8-10 members

Moderate time commitment

**MENTORING COMMITTEE TIMELINE**

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| **MONTH** | **ACTION ITEM** |
| Apr/May | Provide Executive Secretary list of mentors recruited during RAD and RLS.  Review survey feedback. |
| June/July/Aug | Work with committee to brainstorm ideas for enhancing Mentoring Partnership Program.  Review and update the mentor communications if necessary (Mentor / Mentee welcome emails and Mentor Guide /Timeline).  Attend and report committee activities at Fall Board Meeting. Submit Guide updates to Board for approval.  Work with committee to start implementing any new initiatives for Mentoring Partnership Program. Work with FB and Newsletter committees for submissions. |
| Sept | Continue to work with committee to implement any changes to the program, if necessary. |
| October | Work with Committee to develop or revise survey tool for mentors/mentees. |
| November/  December | Continue to work with committee to implement any changes to the program, if necessary. Finalize survey draft. |
| January | Attend and report at Winter Board Meeting.  Submit Survey to Board for approval. |
| February | Prepare reports and other information for Annual Meeting, Physician Advisory Meeting, and Organization Board Meeting as requested.  Review and revise Mentoring Program Committee Chair responsibilities and timeline.  Review and revise AFMA Guide for the Successful Mentor and submit for board approval.  Survey mentors and/or mentees to determine how program is working. |
| Mar/Apr | Attend and report committee activities at Spring Board Meeting.  Recruit mentors and mentees at RAD and RLS.  *New Chair - Make initial/introductory contact with program participants.* |
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