Uplift Community Alliance®

MENTOR PROGRAM CHAIR
JOB DESCRIPTION

Position Summary

The Mentor Program Chair oversees Uplift Community Alliance's mentor program to welcome and acquaint new members with the organization, its committees, and philanthropic programs by pairing new members with member mentors.

General Responsibilities

- Comply with the committee's Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Member Services Committee, attend meetings and submit reports to the Third Vice President, Member Services.
- Manage the committee budget, approve and submit invoices and vouchers to the Third Vice President, Member Services.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Third Vice President, Member Services.
- Prepare and submit a year-end report as directed by the Third Vice President, Member Services
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Recruit and train mentors to help new members transition from applicant to volunteer within Uplift Community Alliance.

2. Monitor Treasurer's dues reports and New Member Checklist in the Master Data File to identify new members who may need an assigned mentor.

3. Attend New Member Orientations to evaluate best mentor assignment for new members. Assign mentors to new members to create relationships that align new members' stated interests and skills with those of Uplift Community Alliance.

4. Update the New Member spreadsheet in the Master Data File to reflect Mentor Program action.

5. Create and update information materials for members to give to new members.

6. Plan and coordinate new member social events to acquaint new members with each other to form new relationships and provide an opportunity to get questions answered.

7. Maintain, update and follow Mentor Program Guidelines, Mentor/New Member Checklist and other documents in the Mentor Program procedure handbook or included on the Master Data File.

Competencies

Microsoft Word
Digital and electronic communication
Master Data File proficiency