

The WICT Network: Rocky Mountain Chair, Mentoring

RESPONSIBILITIES:

- Assists in facilitation of each mentoring group session
- Works with Mentoring Director(s) to recruit and match mentors and mentees for each mentoring cycle.
- Attends group sessions to assist Mentoring Director(s) with administrative duties such as venue reservation, food and beverage (when applicable) audio/visual, and collateral distribution.
- If group sessions are virtual, the Chair assists with managing Zoom participants, chat room, presentations, and waiting room.
- Acts as secondary contact with third-party Mentoring partner(s) – evolving the mentoring program as needed.
- Assist with mentoring session documentation and distribution
- Adheres to approved budget and chapter guidelines.
 - Communicating all speaker expenses/contracts with executive leadership 2 months in advance of any approved event
 - All speaker events following Executive board approved events and budget managed on Google Drive
 - Generally payments needed, paid using The WICT Network Credit Card, confirm with Finance team, must gain advance approval for exceptions
- Assists with chapter documentation submissions.
- Has first right of refusal to roll up to second Mentoring Director position when first Director rolls off.
- Check and manage wict.rm.mentoring@gmail.com mailbox, route emails, address questions, etc.
- Keep all Mentoring documents in respective Google Drive folder and not on personal/work drives

TIME COMMITMENT:

- All Board positions are a two-year commitment
- Attend annual Board Strategy All-Day Session (usually in December)
- ~One hour per week for different tasks assigned above
- Expectation to participate in WICT events whenever possible (~two times per quarter)
- Additional time as needed

Chair Signature/Date: _____

Print Name: _____