



## **Vice-President, Mentoring & Development**

The Vice President of Mentoring and Development is an elected and vital leadership role on the Board of Directors, responsible for overseeing the chapter's mentoring program and adjacent professional development initiatives. This position involves creating and managing programs that support the growth, development, and engagement of members, ensuring that they have access to the resources, guidance, and opportunities needed to thrive.

The Vice President of Mentoring and Development works closely with the President, President-Elect, and the Board to enhance the chapter's impact through effective mentoring and professional development strategies.

### **Responsible to:**

- President
- Chapter Membership

### **Key Duties and Responsibilities:**

#### **Mentoring Program Strategy and Management**

- Develop and implement a comprehensive mentoring program that aligns with the chapter's mission and supports the professional and personal growth of members.
- Oversee the recruitment, training, and matching of mentors and mentees, ensuring a positive and impactful mentoring experience for all participants.
- Monitor and evaluate the effectiveness of the mentoring program, using feedback and data to make continuous improvements.

#### **Professional Development Initiatives**

- Collaborate closely with the Vice President of Programs & Professional Development to lead the creation and delivery of professional development programs, including workshops, seminars, webinars, and other educational events that meet the needs of members.
- Identify emerging trends and skill gaps within the community, and design programs that address these areas to enhance members' career growth and development.
- Collaborate with industry experts and other organizations to offer high-quality development opportunities that benefit members.

### Leadership and Collaboration

- Work closely with the President, President-Elect, and other Board members to ensure mentoring and development activities align with the chapter's overall goals and mission.
- Provide leadership and support to committees related to mentoring and professional development, ensuring their work aligns with chapter priorities.
- Collaborate with the Executive Director to ensure the smooth implementation of mentoring and development programs.

### Program Development and Innovation

- Identify opportunities to expand and innovate the chapter's mentoring and development offerings, ensuring they remain relevant and valuable.
- Develop pilot programs or new initiatives aimed at addressing specific needs or challenges faced by members.
- Stay informed about best practices in mentoring and development and apply this knowledge to enhance the chapter's programs.

### Member Engagement and Support

- Engage with members to understand their mentoring and development needs, gathering input and feedback to shape future programs.
- Provide resources and support to both mentors and mentees throughout their participation in the program, ensuring a positive and productive experience.
- Foster a culture of learning and development within the chapter, encouraging members to actively participate in available programs.

### Partnerships and External Relations

- Build and maintain relationships with external partners, including educational institutions, industry organizations, and other non-profits, to enhance the chapter's mentoring and development programs.
- Explore opportunities for collaborative programs or events that can provide additional value to members.
- Represent the chapter at relevant conferences, workshops, and networking events to promote its mentoring and development initiatives.

### Board Engagement and Reporting

- Provide regular updates to the Board on mentoring and development activities, including program outcomes, participant feedback, and areas for improvement.
- Participate actively in Board meetings, contributing to the chapter's overall strategic direction and decision-making processes.
- Work with the Board to set goals for mentoring and professional development, and track progress towards achieving these objectives.

### Ethical and Legal Compliance

- Ensure that all mentoring and development activities comply with relevant legal, ethical, and professional standards.
- Address any issues or challenges related to program delivery or participant experiences, providing leadership in resolving them while maintaining the chapter's integrity.