



## Mentor Program Committee Terms of Reference

The Professional Administrators of Volunteer Leaders Ontario (PAVRO), in its pursuit of excellence in volunteer resources management, values alliances with other professional associations. PAVRO understands that alliances offer many benefits and actively seeks and supports local, national and international associations.

### **PURPOSE**

The Mentor Program Committee supports PAVRO's objectives to promote standards of excellence in volunteer management by fostering the contribution and sharing of expertise, insights and learning from experienced professionals in the field.

The committee is responsible for the ongoing management and operations of a formal mentor program for the PAVRO membership.

### **OBJECTIVES**

1. Market Program to PAVRO membership
2. Recruit mentors and select mentees based on predetermined selection criteria
3. Provide orientation and training to mentors and mentees
4. Monitor mentor/mentee partnerships to support successful partnerships
5. Evaluate program
6. Ensure sustainability of program

### **METHODS OF OPERATING**

- Duration of Program - 10 month cycle – September – June
- Marketing/Recruitment – May – June
- Review applications and goal templates – July
- Matching – August
- Orientation and launch – September/October
- Initial Review/Check In by phone – October/November
- Monitoring – November – May
- Five month check in by email – January/February
- Mentor/Mentee Relationship closure – June
- Evaluation and reporting to Board – May/June
- Committee review of evaluations/program and begin planning and prep for new group - June

The Committee chair(s) will provide quarterly updates to the PAVRO Director of Member Services on the mentor program activities

## **MEMBERSHIP OF COMMITTEE**

The committee membership includes representation from the PAVRO membership throughout Ontario. Community members may be appointed based on the skills and experience they may bring to the work of the committee and upon approval from the Committee chair. Committee members will be required to fulfill a two year term.

- 1 Chair or Co-Chairs
- 2 - 3 Committee Members based on annual number of partnerships

The Committee Chairperson(s) shall be appointed by the PAVRO's Director of Member Services in consultation with the Board

## **ACCOUNTABILITY OF COMMITTEE**

The committee reports to the Director of Member Services for the PAVRO Board

## **MEETING FREQUENCY**

Meetings will take place in person or by teleconference. Committee members will communicate by e-mail and phone between meetings, and will be responsible for providing progress reports to the Chair. The bulk of committee work will take place from July to September with ongoing monitoring throughout the rest of the cycle.

## **COMMITTEE ADVISOR AS MENTOR/MENTEE**

Committee members may not apply for a role as mentor or mentee in the same year they are participating on the Committee, as this may prove to be a conflict of interest (i.e. checking references, etc.).

## **TERMS OF REFERENCE TO BE REVIEWED**

The Terms of Reference will be reviewed by the committee on an annual basis in May at the beginning of the recruitment and marketing cycle

## **TERMS OF REFERENCE TO BE APPROVED**

The Terms of Reference will be approved by the Chair(s) following review by the committee

Draft Approved By Committee: July 31, 2009

Revisions Approved: May 5, 2017