



Professional Association of Volunteer Leaders- Ontario

LEADING VOLUNTEER ENGAGEMENT

Position Description

Mentor Program Committee Member

Purpose: To foster the contribution and sharing of expertise, insights and learning from experienced volunteer management professionals across Ontario. The committee will recruit, match and monitor mentor and mentee partnerships to support a successful mentor program.

Responsibilities: The committee will work collectively to:

- Review and approve the Terms of Reference, the committee member position description and the mentee and mentor position description annually
- Prepare effective marketing and communications to promote the Mentor Program to PAVRO membership
- Recruit mentors based on the Mentor Program selection criteria
- Acknowledge receipt of Mentor and Mentee applications
- Select mentees based on Mentor Program selection criteria.
- Prepare and send e-letter of acceptance or decline
- Match Mentors with Mentees based on Mentee goals and Mentor's expertise, and experience.
- Ensure Program and Confidentiality Agreement is received by all partnerships.
- Provide mentor program information to each Mentor and Mentee partnership, offering additional orientation should it be requested.
- Check in with mentors/mentees throughout the partnerships to ensure the partnerships run smoothly.
- Respond to any requests/concerns the partners may have in a timely manner and consult with the committee members as required.
- Ensure access is provided to all Mentor Program documents and document all Mentor Program Partnerships in the tracking spreadsheet
- Mediate, resolve and document any problems or concerns in the partnership. The Mentor Program Committee Chair should be aware of any correspondence about the issue.
- Provide feedback to the Mentors and Mentees
- Evaluate program and prepare an annual report to submit to the Director of Services' on the PAVRO Board of Directors.
- Maintain and compile all mentor program documentation and processes in an electronic format

- Outcomes: Facilitate the successful matching of up to 10 mentor partnerships per year based on number of compatible matches.

Qualifications:

- Knowledge about PAVRO and the volunteer management profession and experience or strong interest in mentorship
- Ability to work independently and as part of a province-wide team
- Excellent written and communication skills
- Good project management and organizational skills
- Serve for a two-year term giving approximately 2-8 hours per month
- Ability to conduct orientation and training sessions, as requested
- Familiarity with the mentor program an asset

Code of Conduct:

- I will perform my duties responsibly and impartially to the standards set out by PAVRO in a manner that would bear public scrutiny.
- I agree to declare any real, apparent or perceived conflict of interest in matters which may result in financial gain, personal benefit or otherwise.
- I further agree to maintain the confidentiality of any proprietary or privileged information to which I have access, both during and after my term on the Mentor Program Committee. This information may include contracts, financial information, membership lists, staffing or personnel documentation and/or discussions about PAVR-O business.

Benefits:

- Opportunity to increase networks and build partnerships
- Opportunity to work with other committed individuals to help grow the profession
- Professional development, gaining experience with a provincial committee

Last Updated: October 2020