Healthcare Businesswomen's Association

Regional Mentoring Committee
Structure and Roles
December 22, 2017

- All volunteers must be current HBA members
- Desired experience:
  - For Regional/Deputy Mentoring Director: Chapter Mentoring Director
  - For Committee Chairs: Chapter Mentoring Program Committee leadership
  - For Committee members: Chapter mentoring program committee member and/or past participation as a mentor or mentee in an HBA chapter mentoring program
- Committees include:
  - Recruitment
  - Operations & Internal Communications (OIC)
  - Match
  - Events
  - Connectors

Positions & Numbers	Reporting Structure	Key Roles & Responsibilities	Term & Timing of Work

Regional Mentoring Director (RD)
 	
Deputy Regional Mentoring Director (DD)
	• Regional Mentoring Director reports to the **Programming COE President**
	
	• Deputy Mentoring Director reports to the Regional Mentoring Director
		• Oversee all aspects of the program (eg, processes, timelines, budgets, execution, outcomes) accomplishing the work through the program's Committees. (RD)
		• Recruit and manage Committee Chairs; schedule regular touchpoints to monitor progress and timing of work streams, problem solve, and grow Committee Chair leadership. RD and DD determine how to split Committee oversight.
		• Determine locales where mentoring will be offered; provide to Operations & Internal Communications (OIC) Committee to add to Mentee and Mentor Application Surveys. (RD)
		• Determine mentoring program component delivery schedule and channel, eg, face to face or virtual (RD)
		  – For face-to-face events, relay needs (venue type, location, capacity, date, etc) to and coordinate with **Corporate Relations COE President**. (RD/DD)
		  – For virtual events, contact HBA Central education (Lori Whitehand) to schedule. (RD/DD)
		Provide all event information to OIC Committee Chair for inclusion in mentoring set-up form, application surveys, website updates. (RD/DD)
		• Review/analyze final survey results; prepare recommendations for next year's program. (DD)
		• Bring new ideas/innovations to **Programming COE President**. (DD)
			• 2 years; ideal if RD and DD terms overlap
			
			• Work is year round

Committees: Positions & Numbers	Reporting Structure	Key Roles & Responsibilities	Term & Timing of Work

Recruitment Committee
 	
• 1 Chair
 	
• Number of committee members determined by regional program registration goals
	• Committee Chair reports to RD or DD
	
	• Committee members report to Committee Chair
		• Monitor mentee and mentor registration (request regular ProTech registration reports from DD).
		• Oversee implementation and effectiveness of audience generation strategies:
		  – HBA eDigest listings and Newsletter stories (Phil George and liaise with **Marketing COE President/team**)
		  – Social media coverage (liaise with **Marketing COE President/team**)
		  – Outreach to past mentors and/or mentees
		  – Mentioned at chapter events (liaise with **Regional Director, Operational Excellence/Programming**)
		  – Corporate Lunch & Learns (liaise with **Corporate Relations COE President/team**)
		  – Other vehicles to increase awareness in Corporate Partners or other companies (liaise with **Corporate Relations COE President/team**)
		  – Word of mouth/personal emails from Mentoring Program Committee members to small groups of friends and colleagues
		  – Other
			• Chair: 1 year with option to reapply
			
			• Work is Dec-Mar

Operations & Internal Communications (OIC) Committee
 	
• 1 Chair
 	
• Number of committee members determined by regional program size/reach
	• Committee Chair reports to RD or DD
	
	• Committee members report to Committee Chair
		• Depending on program size and number of volunteers, may want to consider having leads for the following:
		  – Operations
		  – Communications
		  – HBA Community Platform Group Moderator
		• Customize the provided Mentee and Mentor Application Surveys with dates, locations, etc; review with RD/DD.
		• Complete the Mentoring Program Set-Up form; review with RD/DD. Send approved form to HBA Central event administration (Bridget Fairbanks) to open the registration/application process.
		• Following the Match Committee's confirmation of mentor and mentee participants, manage all subsequent program-related communications. Ensure invitation/registration information is provided to:
		  – Mentors for mentor training
		  – Mentees for mentee orientation
		  – Mentors and mentees for the Program Kickoff
		  – Mentors and mentees for the Closing Event
			• Chair: 1 year with option to reapply
			
			• Work is (almost) year round

		• Work with **Marketing COE President/team** to update program webpages, schedule program promotion, and for support, if needed, in sending mentoring program communications. **Note**: These communications may be sent directly to mentoring program participants from the Mentoring Program Committee, if preferred. • If the program intends to use the HBA Community Platform to communicate with/engage mentors and/or mentees, designates a lead for this. Contacts HBA Central education (Lori Whitehand) to set up group(s). Uploads resources. Provides information/training to mentoring program participants on how to access/use. Monitors the group(s). • Customize the provided Mentor and Mentee Final Surveys; send out emails to mentors and mentees with the appropriate survey link.	

Match Committee
• 1 chair
• Number of committee members determined by regional program size/reach
	• Committee Chair reports to RD or DD
	• Committee members report to Committee Chair
		• Depending on program size and number of volunteers, may want to consider having leads for the following:
		   – Mentor evaluation/match
		   – Mentee evaluation/match
		   – Confirmations & HBA membership
		• Monitor mentee and mentor application survey completion; compare list of those who have completed the surveys with the list of those who have registered in ProTech (request from DD) and send reminders, as appropriate.
		• Review mentee/mentor applications
		• Create mentoring groups using match criteria
		- Create co-mentor pairs
		- Create mentee groups of 4-5
		- Combine mentor pairs with mentee groups
		• Chair reviews proposed mentoring group composition with RD prior to finalizing.
		• Chair sends out acceptance emails under the signature of the RD (or mentoring program).
		• For those offered a place in the program, Committee confirms mentee and mentor decision to participate.
		• Committee tweaks mentoring group composition, as needed (to deal with business conflicts, personal issues, decisions not to participate)
		• Chair prepares final list of those who won't be participating in the program (ie, non-acceptances AND those who were accepted into the program but decided not to participate); reviews with RD and sends out notifications/confirmations under the signature of the RD (or mentoring program). Requests processing of refunds, as applicable, from HBA Central event administration (Bridget Fairbanks).
			• Chair: 1 year with option to reapply
			• Most work is Feb-May

		• Committee ensures mentees and mentors are HBA members prior to the Kickoff; follows up with those who aren't to make sure they become members.	

Events Committee
 	
• 1 chair
 	
• Number of committee members determined by regional program size, reach, activities, and delivery channel
	• Committee Chair reports to RD or DD
	
	• Committee members report to Committee Chair
		• Depending on program size and number of volunteers, may want to consider having leads for each program/event.
		• Plan and execute key mentoring program events:
		  – Mentor training
		  – Mentee orientation
		  – Kickoff event
		  – Closing event
		  – Other?
		• Customize provided materials (mentor training slides, etc) with program-specific information (numbers, dates, locations)
		• Confirm speakers; manage logistics
		• If face-to-face event: manage on-site logistics
		• If virtual event: work with HBA Central education (Lori Whitehand) to schedule and conduct.
			• Chair: 1 year with option to reapply
			
			• Most work is Feb-Apr and Sep-Nov

Connectors Committee • 1 chair • Number of committee members determined by the number of mentoring groups (recommend 1 Connector for every 2-3 groups)	• Committee Chair reports to RD or DD • Committee members report to Committee Chair	• Serve as Mentoring Program Committee liaisons to mentoring groups • Check in with at least one mentor and one mentee from each group every month to see how things are going, answer questions, identify issues, highlight upcoming program events/activities. • Escalate problems/issues to Committee Chair. • Serve as a learning resources liaison; help groups locate resources/encourage use of the HBA Community Platform group(s). • Capture any new/novel practices, learnings, successes, resources; report to Committee Chair, who shares with DD.	• Chair: 1 year with option to reapply • Most work is May-Oct

Timing of work is based on an April Kickoff; adjust accordingly if Kickoff is earlier or later than April.