



## TERMS OF REFERENCE MENTORSHIP CHAIR

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**Creation Date: March 9, 2020**

**Revision Date: March 9, 2020**

### **Purpose/Role:**

The Mentorship Chair is to be responsible for forming a committee on mentorship to pair advanced executives with those members who are new to the field of fundraising, contemplating a career change, or seeking expert guidance in order to provide one-on-one assistance that will enhance their knowledge and skills as development professionals.

### **Responsibilities:**

- Communicate via email and at podium opportunities, promote the Mentoring Program as well as Volunteer opportunities broadly to the Chapter's membership.
- Work with committees to make the matches, and notify the mentors (first) of whom their mentee will be.
- Host a special social event "launch" of the program and invite all mentors/mentees as well as Board member.
- Conclude the mentoring relationship at the end of the year with a formal letter letting both parties know the obligation is completed.
- Coordinate, with the assistance of a committee, the RBC mentorship program as it pertains to the announcement of the program, pairing mentors and mentees, any logistics related to this program as it pertains to AFP Ottawa Fundraising Day and the pre-event. In addition, the Mentorship Chair will follow up with mentors and mentees after FRD to encourage their continued relationship and informing mentees of the benefits of the program.
  - The Partnerships Chair is responsible for acquiring and managing the relationship with the funder, but the Mentorship Chair will provide stats, content, etc. for both the sponsorship proposal and close out report.
  - Mentorship Chair and Partnership Chair work closely to ensure the sponsor is recognized appropriately through mentorship communications, event scripts, etc.

### **Membership:**

- The AFP Ottawa Chapter Mentorship Chair is a member of the AFP Ottawa Chapter;
- The AFP Ottawa Chapter Mentorship Chair is a member of the Board of Directors;

### **Accountability:**

- Manages and oversees the Mentorship Committee
  - *Length of volunteer terms on the Mentorship and Volunteer Committees are determined by the Mentorship Chair*

### **Meeting schedule and Time Commitment:**

- The AFP Ottawa Chapter Mentorship Chair is expected to attend:
  - Arrange and attend regular mentorship and volunteer committee meetings;
  - Monthly Board of Directors meetings;
  - The Annual General Meeting (typically scheduled in May of each year);
  - The AFP Board Orientation Meeting, (typically scheduled in June of each year).

### **Evaluation:**

The terms of reference shall be reviewed annually from the date of approval.

They may be altered to meet the current needs of all committee members, by agreement of the majority.