

POSITION TITLE: Section Mentor Chair (SMC)

TERM: Nominated Position. Confirmed at the start of each year

APPROVAL: 05 Nov 2018

LATEST REVISION: N/A

Outline

The SMC is responsible for managing a mentor program for student, young professional and women in engineering members. The position involves attracting both mentees and mentors and putting together and supporting a program that ensures engagement and professional development. The focus is on industry mentoring opportunities.

ACTIVITIES

January

- Develop a budget and plan for the mentor program

February

- Submit budget and plan to the February Section meeting
- Submit a call for mentees/mentors to the Circuit editor
- Finalise structure of mentor program for the year

March

- Continue to seek out potential mentors that complement the mentee nominations

May

- Commence the program.
- If possible set a mentee/mentor meeting date and lunch/dinner
- Provide program guide and timeline to participants

June

- Submit an article to the Circuit editor
- Follow up to ensure positive engagement between mentee and mentor

July

- Organise a mentee/mentor meeting at the annual UNITE event

September

- Submit an article to the Circuit editor
- Follow up to ensure positive engagement between mentee and mentor

October

- Prepare a report for the Section AGM
- Send an email to the Section Executive confirming if you would like to continue the position into the following year

November

- At the AGM advertise the call for mentees and mentors for the following year.