

Duties and Responsibilities of Mentorship Subcommittee Chair

1. January
 - a. Convene a meeting of the Subcommittee (in person or by conference call) to
 - i. Review feedback forms for prior calendar year
 - ii. Implement any changes required by feedback
 - iii. Update policy documents for the program to reflect changes to program
 - iv. Review and qualify mentors
 - v. Review and qualify mentees
 - vi. Assign mentors to mentees
 - vii. Recruit additional mentors as required
 - viii. Select a Vice Chair, who will serve as Chair in the following year
 - b. E-mail each mentor-mentee pair to provide contact information for the assigned mentor-mentee, including link to website defining the role of the mentor-mentee
2. February
 - a. E-mail each mentor-mentee pair to ensure that initial meetings have taken place
3. July
 - a. E-mail each mentor with link to mid-year evaluation form
 - b. E-mail each mentee with link to mid-year evaluation form
4. August
 - a. Compile results of mid-year evaluations
 - b. Convene a meeting of the Subcommittee (in person or by conference call) to review mid-year evaluations
 - c. Provide feedback to mentors-mentees as appropriate, regarding information from the mid-year evaluations
 - d. Put out a call via PCGCP e-mail list for any additional mentees who wish to join the program mid-year, provided mentors are available
5. November
 - a. Assist the Vice Chair in sending out year-end evaluations
 - b. Assist the Vice Chair in sending out request for mentors-mentees for coming calendar year
6. December
 - a. Assist the Vice Chair in compiling year-end evaluations