

## Duties and Responsibilities of Mentorship Subcommittee Vice Chair

1. January
  - a. Attend an organizational meeting of the Subcommittee 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
2. August
  - a. Assist Chair in compilation of results from mid-year evaluations
  - b. Attend Subcommittee meeting (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
3. November
  - a. Send out year-end evaluations
  - b. Send out request for mentors-mentees for coming calendar year
4. December
  - a. Compile year-end evaluations