

## **Society of Georgia Archivists Mentoring Program**

### **Purpose:**

The SGA Mentoring Program is designed to contribute to the success of SGA members by encouraging individual growth, creating a sense of community within the profession, promoting thoughtful and meaningful engagement with issues, and helping participants develop competencies that strengthen the position of individuals, organizations, and programs. The goals of the Mentoring Program are to: solicit mentors and mentees for the program; facilitate the mentor/mentee relationship; create and maintain guidelines that will help the mentor/mentee relationship grow and flourish; assess the program to ensure that it continues to be a viable form of professional development; and provide support for program participants if issues and questions arise. The SGA Mentoring Program facilitates mentoring relationships that last twelve months. A Mentor Pool is maintained of available mentors, and new mentors are accepted into the pool on a rolling basis. Relationships are established as mentees request a mentor. Mentee requests are accepted on a rolling basis.

### **Composition:**

- A. The SGA Mentoring Program is facilitated by a Coordinator (appointed by the President) and Assistant Coordinator (selected by the Coordinator and appointed by the President).
- B. Coordinators shall be appointed for a two-year term, the first year serving as Assistant Coordinator and the second year serving as Coordinator.

### **Mentoring Program Coordinator (2<sup>nd</sup> Year)**

1. Purpose: Manages the SGA Mentoring Program which serves the SGA membership by facilitating mentor-mentee relationships.
2. Term of office: Two years. Appointed by President with Executive Board approval.
3. Voting Status: Non-voting member.
4. Reporting Procedure: Reports directly to the Executive Board.
5. Major Duties/Responsibilities:
  - a. Provides formal introduction and start of all mentoring relationships.
  - b. Administers quarterly check-ins with all mentoring pairs.
  - c. Assists/troubleshoots any mentoring pairs with problems or complaints.
  - d. Provides formal completion and certificates for all mentoring relationships.
  - e. Administers program evaluations at the end of each relationship and assesses results, with Assistant Coordinator, to identify possible program improvements.
  - f. Prepares and delivers program reports and budget requests to the Executive Board.
  - g. Attends Executive Board meetings.
  - h. Plans and hosts Mentoring Meet-and-Greet at the SGA Annual Meeting.
  - a. Makes sure all program materials, including Mentoring Guidebook and informational flyers, and website are up-to-date.

### **Mentoring Program Assistant Coordinator (1<sup>st</sup> Year)**

1. Purpose: Assists the SGA Mentoring Program Coordinator in all facets of managing the SGA Mentoring Program.

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2. Term of office: Two years. Selected by the Coordinator and appointed by the President with Executive Board approval.
3. Voting Status: Non-voting member.
4. Reporting Procedure: Reports directly to the Mentoring Program Coordinator; in the absence of the Coordinator, reports directly to the Executive Board.
5. Major Duties/Responsibilities:
  - a. Advertises the program to potential mentors and mentees through the SGA listserv and SGA newsletter.
  - b. Processes incoming applications from mentors and updates the Mentor Pool.
  - c. Processes incoming requests from mentees including reaching out to requested mentor, preparing mentoring agreements, sending agreements and Mentoring Guidebook to mentors and mentees. Passes mentor-mentee pairings to the Coordinator once agreements have been finalized.
  - d. Keeps mentor application and mentee request forms up-to-date.
  - e. Keeps Mentoring Program webpage up-to-date with forms, deadlines, etc.
  - f. Helps plan and host Mentoring Meet-and-Greet at the SGA Annual Meeting.
  - g. Assists Coordinator with other tasks, as needed, including reports, budget, program materials, etc.

**Approved by the Executive Board: January 25, 2013**