JOB DESCRIPTION

OAMR MENTORING COMMITTEE

PURPOSE: To encourage professional growth and development of new City Recorders through the OAMR Mentoring Program.

COMMITTEE MEMBERSHIP: The Committee should be primarily comprised of experienced OAMR members who are qualified and willing to act as a mentor to new members and/or who have held at least one position on the OAMR Board. Mentors should have a minimum of three years of experience in the profession.

GENERAL RESPONSIBILITIES
A. The Committee will coordinate the Mentoring Program.

B. With Board approval, the Committee may take on any project that will serve to promote the mission of the Committee.

C. The Committee will work in conjunction with other OAMR committees such as the Education Committee, Professional Growth & Development Committee, and the Membership Committee to provide information and coordination of like projects.

D. The Committee Chair will provide newsletter articles regarding Committee activities.

E. The Committee will meet as needed. Much of the communication between Committee members will be done by telephone, e-mail and/or fax.

F. The Committee Chair will give committee reports and attend Board meetings.

G. The Committee Chair will give a Committee Report at the Annual Conference Business Meeting or provide a written report to the President for presentation at the Annual Business Meeting.

OAMR MENTORING PROGRAM HOW TO:

Program Guidelines: The Mentoring Program is designed to assist new City Recorders become more informed and comfortable with the duties and responsibilities of the profession and to educate them on the organizational make-up of OAMR and benefits of membership. The Mentoring Program will provide new City Recorders (“Mentees”) with both formal and informal knowledge and support from experienced City Recorders (“Mentors”) who will serve as both teachers and coaches to assist the new City Recorders in their professional development.
**Program Application:** Through the Mentoring Program, the Committee Chair will assign an experienced Recorder ("Mentor") in a similar position, preferably from a similar sized city in close proximity to each new member of the organization ("Mentee"). Preference will be to assign a Committee Member in the same region as the new member. The Mentor will provide their Mentee with professional resources and support, share both the formal and informal knowledge necessary to effectively and efficiently perform the duties of the position, and assist their Mentee in reaching their personal and professional goals. The Mentor will give their Mentee professional advice, support and assistance to help their Mentee become strong, self-confident and self-sufficient in the administration of their duties. The Mentor may need to simply offer moral support and encouragement; or the Mentor could be called upon to instruct the Mentee on matters such as how to properly draft agendas, minutes and ordinances; explain public meetings and records law, election laws and parliamentary procedures; or offer advice on how to deal with the media, etc.

Mentors will also encourage their Mentee to participate in OAMR's educational programs and provide information about such opportunities. The Mentor will serve as a guide to their Mentee at OAMR Regional Meetings, the Annual Conference, Academy Sessions and all other OAMR events. As such guide, the Mentor shall take the time to get to know their Mentee on a more personal level, introduce the new member to other members and involve them in activities throughout the event. Prior to the annual conference or any OAMR event, the Mentor should advise the Mentee on such things as what is considered appropriate dress for the event and what types of activities will be held during the event (i.e. raffle sales, the auction, scholarship walk, all conference event, etc.). The Mentor should also arrange a time and place to meet with their Mentee once they arrive at the event and exchange room numbers if an over-night stay is involved. The Mentor should strive to do everything possible to make their Mentee feel welcomed and comfortable in the OAMR environment. The Mentor should also be willing to continue serving their Mentee for as long as their Mentee feels the Mentor's assistance is needed.

**Program Tasks:**

a. The Committee will work with the Membership Committee to receive information regarding any new members joining OAMR. The Committee Chair will send new members an introductory letter, welcoming them to OAMR, explaining the Mentoring Program and encouraging them to participate as a Mentee of the Program. The letter shall ask for a response to the question of participation as a Mentee. If the response is affirmative, the Chair shall then select a Mentor for the Mentee.

b. The Committee Chair will work with Committee Members within the same OAMR Region as the new member to determine an appropriate Mentor for the new member. Committee Members shall be the first to volunteer to serve as the new member's Mentor until all Committee Members within a given region have been assigned Mentor responsibilities. The Committee Chair will then contact the Director of the new member's Region for a recommendation on whom within the Region would qualify as a Mentor. The Committee Chair shall then contact the member recommended by the Chair to confirm acceptance of assignment.

c. The Committee Chair shall send a welcome message to the new member introducing them to their Mentor. The Committee Chair shall maintain a list of all new members and the Mentors assigned to them.

d. Mentors will make contact with Mentees within 5 days of an assignment. The Mentor
should attempt to schedule time to meet the new member in person on the soonest possible date (maybe just to have lunch and get to know each other a little). If this cannot be accomplished, the Mentor should contact the Mentee again within two weeks of the original contact to see how the Mentee is adjusting to the job and to see if further assistance of any type is needed.

e. The Committee will organize and conduct a Meet ‘N Greet at the Annual Conference to honor new members in conjunction with the Mentor Program. Mentors will be responsible for making sure their Mentee is aware of the Meet ‘N Greet. Both Mentees and Mentors will be publicly recognized at the event.

COMMITTEE EVALUATIONS
At the beginning of a new fiscal year, the Committee Chair shall send a Mentee Feedback Questionnaire to all participating members from the prior fiscal year. The forms will ask comments on the effectiveness of the mentoring program and suggestions for improvements. The Chair will request that all evaluation forms be returned within 30 days of the date they are sent out. Within six to eight weeks of sending out the evaluations, the Chair will call a meeting of the Committee to review the comments received and develop a plan to implement any recommended improvements in the program. Personal information contained on the evaluations shall be kept confidential by the Committee.

Board Approved:
Update: March 2010
Revised: April 2014