

## **Volunteer Position: Mentorship Chair**

### **Committee: Mentorship**

#### **Committee Mission:**

The mission of the Mentorship Committee is to provide SMPS CT members and CT students with a platform/outlet to foster mentorship/protégé relationships, to provide career advancement and planning advice, and to create a resource of information related to the A/E/C industry through human connection.

#### **Volunteer Contribution:**

The Mentorship Chair oversees the Chapter's mentorship program by facilitating quarterly events for mentors and proteges, coordinating with other committees to communicate the mentorship committee's goals and initiatives, and completing administrative tasks to keep the committee organized and functioning. The Chair also performs active outreach to encourage more professionals and students to participate in the program, both as mentors and proteges.

#### **Estimated Time Commitment:**

- 1.5 hours per month committed to Chapter board meetings. The Chair does not have to attend every board meeting, nor stay the entire duration, but is expected to provide a committee report summarizing activities and accomplishments.
- At least 1 hour per quarter hosting a mentor/protégé event.
- As needed to complete committee administrative tasks and specific initiatives outlined by the strategic plan and committee goals. This item will decrease as more members join the committee.

#### **Responsibilities**

- Attend and participate in monthly Board meetings; act as a liaison to the Mentorship Committee and relay all pertinent information
  - Submit monthly committee report and achievements to the Board of Directors
  - Develop budgets and operating plans for each program year
  - Delegate tasks to committee members as they plan mentor/ protégé event
  - Coordinate outreach to encourage more professionals and students to participate in the program
  - Facilitate and lead monthly Committee meetings
  - Work with the Communications Committee to strategize email and social media marketing of program and planned events
- Check in regularly with the SMPS CT President and/or President Elect to relay any questions, concerns, feedback or achievements brought up by the Mentorship Committee

#### **Professional Development:**

- Facilitation of Meetings
- Mentorship Experience
- Leadership Skills

- Networking and Building Industry Relationships

**Requirements:**

- Must be an active SMPS CT member.
- Must have at least 5 years of A/E/C industry experience.
- Preferably well-established in their career
- Strong leadership and delegation skills
- Ability to attend all monthly Board and committee meetings
- Strong written and verbal communication skills
- Skilled at coaching others and effectively motivating those you lead

**For more information please contact: Nichole Petersen, SMPS CT Leadership Committee Chair, NPetersen@FlowTechInc.com**

**About SMPS Connecticut:** *The Connecticut Chapter of SMPS was created in 1982 as the Southern New England Chapter. In 2004, we realigned our focus and were renamed to align more closely with our core geographic membership in Connecticut. SMPS CT's membership includes over 100 professional marketers from all over the state and at all levels and stages of their careers. We join SMPS National in extending our mission to ADVOCATE for, EDUCATE, and CONNECT leaders in the building industry. SMPS CT's vision is for premier professional service firms to recognize SMPS as their most trusted resource for building business and achieving success.*