**Chapter Mentoring Chair Job Description**

This is a general job description of the duties of the role of chapter mentoring chair. Chapters are encouraged to customize chapter leader job descriptions for their particular chapter's needs.

The mentoring chair shall be responsible for forming a committee to pair advanced executives with those members who are new to the field of fundraising, contemplating a career change, or seeking expert guidance in order to provide one-on-one assistance that will enhance their knowledge and skills as development professionals.

The recommendation is that it is either a chapter board member or someone that reports to a chapter board member in the volunteer structure.  Most chapters have the mentoring program fall under the Membership chair or the Education Chair and it is up to the chapter to decide which makes more sense for your particular needs.  The important point is that the person responsible for the mentoring program has reporting line to the chapter board.

Tasks include, but are not limited to:

* Budget appropriately within the chapter to fund the mentoring program.
* Communicate via email and at podium opportunities, promote the Mentoring Program broadly to the Chapter's membership.
* Make the matches, and notify the mentors (first) of whom their mentee will be.
* Host a special social event "launch" of the program and invite all mentors/mentees as well as Board members.
* Evaluate the program at the end of the year.
* Conclude the mentoring relationship at the end of the year with a formal letter letting both parties know the obligation is completed.