

PCACAC Position Description – Ann Powell Mentor Program Committee Coordinator
Three-Year Term

The responsibilities of the Ann Powell Mentor Program Committee Coordinator include:

- Lead the Ann Powell Mentor Program Committee, in conjunction with the Professional Development Committee, to recruit mentors and mentees for the program.
- Develop a calendar of dates for meetings for the committee and professional development opportunities for the current year's mentor/mentee group.
- Provide periodic progress reports to the Professional Development Committee Chair
- Coordinate with the Executive Assistant to send out mentor and mentee applications.
- Communicate with mentors and mentees throughout the year to ensure positive matches have been made.

Estimated Time Commitment for the Ann Powell Mentor Program Committee Coordinator Conference Planning Committee Chair:

PCACAC Conference	4 days per year
PCACAC Full Board Meetings	4 days per year
Committee Chair/Vice Chair meetings	bimonthly/monthly
Planning and preparation	25 days per year