

Mentoring Committee Planning Report

NOTE: ** = Required Field

****Type of report being submitted:** Committee Planning Report

****Date:** 21 September 2012

****Committee Name:** NMRT Mentoring Committee

****Supervising Board Member:**

Coral Sheldon-Hess, Member Services Director, coral@sheldon-hess.org

****Chair, Co-Chairs, Assistant Chairs:**

Aimee Babcock-Ellis, Co-Chair, aimeebe@gmail.com

Kari D. Weaver, Co-Chair, KariW@usca.edu

****Committee members:**

Cheryl L. Blevens	
Brandon J. Bowen	
Kiyomi Diane Deards	
Susan Elizabeth Maldonado	
Cynthia Mari Orozco	
Annie Pho	

****Committee Charge:**

The mentoring committee's responsibility is to develop the mentoring program, which matches mentors with new members at the ALA Annual Conference. The committee is charged with exploring ways to use technology and up-to-date communication methods to expand mentoring to an all-year-round program available to those who can't attend conferences. The committee also prepares guides dealing with mentoring.

****Project Description / Goals:**

- Match career mentoring pairs and coordinate the Career Mentoring Program.
- Provide monthly discussion topics to the career mentoring pairs.
- Work with Web Committee to create separate web forms for the career and conference mentoring initiatives.
- Coordinate the Conference Mentoring Program.
- Update resources to support committee work in *ALA Connect*, including discussion topics, letters of thanks/participation, email templates, etc.
- Create mentoring guides for mentors and mentees as described in the committee charge.

****Specific Objectives (numbers, tangible end-products):**

- Match career mentoring pairs based on interests and goals. Around 50 matches are expected this year.
- Provide monthly discussion topics to the career mentoring pairs.
- Produce mentoring guides for mentors and mentees as described in the committee charge.
- Update timeline for future committee chairs in the NMRT Handbook and add committee resources to ALA Connect.
- Hold a successful conference mentoring event at the Annual Conference in Chicago, IL, June 2013.

Financial Report Section:

Your budget appropriation (see budget)	a. \$425
Amount which you have spent so far this year	b. \$0
Your estimated additional expenses this year	c. \$425
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. \$425
Difference between budgeted amount and total expenses from above (a-d)	e. \$0

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:

None

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

None

h. Vendor support received: (From the above list, what if any, has been received?)

None

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)

We will need assistance from Kim Redd and ALA staff to generate and mail thank you/participation letters to mentors and mentees in the Career Mentoring Program.

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc

Assistance from Web Committee to create new, separate web forms for career and conference mentoring programs. Will also need other website updates from the Web Committee. We will be reviewing this information in the November/December timeframe.

b. On-site conference volunteers: (include estimated numbers needed and brief job description)

We will need some individuals to attend/assist with the Mentoring Social. These will likely be members of the committee, but we will need 2-3 people in addition to the co-chairs to help run the event.

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):

- Posting announcements to discussion lists to solicit participants for the Career Mentoring Program (in progress, applications end Sept. 21).
- Posting announcements to discussion for the Conference Mentoring Program in April.
- Both Career and Conference Mentoring will be advertised on NMRT's Facebook page and through ALAConnect.

****Report submitted by:** Kari D. Weaver

****Email address:** KariW@usca.edu