



## **MENTORS COMMITTEE - Annual Conference Committee**

### **Overview of Committee**

The Mentors Committee aims to support new members of International ACAC attending their first International ACAC conference. The Committee organizes the International ACAC First-Timer Event, held at the start of the International ACAC conference. The Committee is led by co-chairs who will take the lead in organizing meetings, delegating responsibilities, as well as ensuring the smooth running of the Committee.

### **Responsibilities:**

- Plan the First-Timer Event (all aspects including event organization, content, small-group discussion sessions, etc.) for the International ACAC conference
- Communicate with International ACAC First-Timer Mentors the preparation details for a successful first International ACAC conference
- Recruit and communicate with International ACAC Mentors
- Respond to new member/first-timer queries and highlight new member/first-timer resources on the Facebook page or other social media outlets

### **Level of Commitment**

- Must arrive at annual International ACAC conference prior to the First-Timer Event to be on site to help with preparing for and running the event
- Must plan to join any First-Timer events at the conference (e.g.: a First-Timer lunch table)
- Debrief of First-Timer Events at the conference or directly following the conference
- Required Committee Calls (GoToMeeting, roughly one hour):
  - One Call in the Fall (Sept to Nov)
  - One Call in Jan/Feb
  - 3-4 Calls leading up to the conference (April through July)
- Participation in one or more webinars (as needed)
- Administrative assistance with matching Mentors with First-Timers and communicating with both parties

- Monitor and participate in the Facebook group and other social media to support first-timers and new members
- Heaviest time commitment will be May through July, leading up to the conference:
  - responding to queries from First-Timers
  - responding to emails re: programming and set-up for First Timer event

### **Necessary Traits or Qualities**

The committee works together across time zones and needs flexible, humorous, and professionally knowledgeable volunteers who will act in the best interest to support new members and first-timers to International ACAC. Attention to detail, a passion to build upon past programs and resources, and a willingness to share new ideas and perspectives are highly valued in a committee member. An ideal Mentors Committee member is one who is willing to do the detailed work behind the scenes with initiative and little guidance at times.

### **Challenges and Growth Areas**

- Planning and organizing the annual First-Timers event at the International ACAC July conference
- Provide regional-based structure and networking for first-timers throughout the duration of the conference.
- Encourage new ideas to support new members to the field and International ACAC

### **Term Length**

Three Years. Each person is an active member of the committee for three years, with the term beginning on July 1 of the first year and ending on July 31 of the third year.

*November 2019*