



## **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 1st of the first year and ending on July 31st of the third year.

*November 2018*