

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	Mentoring Chairman	PDE No.:	5
		Revision:	3
		Date Adopted:	Aug 13, 2012
		Resolution:	2012-33

General Responsibilities:

The Mentoring Chairman is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and administering the Mentoring Program of the Guild.

Authorization:

The Mentoring Chairman is appointed by the Vice President, Educational Activities and serves at the pleasure of the Vice President, Educational Activities. The Mentoring Chairman is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Mentoring Chairman may appoint such assistants and mentors as may be necessary to achieve the objectives of the Mentoring Program. Any such assistants and mentors serve at the pleasure of the Mentoring Chairman.

Specific Duties and Responsibilities:

The Mentoring Chairman's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Recruit, select and appoint individuals to serve as mentors.
- Maintain a listing of mentors including contact information and areas of expertise.
- Ensure that mentoring expertise in all specialty areas of woodworking can be offered to members;
- Stimulate the participation of members in the mentoring programs offered.
- Conduct periodic meetings of the mentors to (a) creatively explore different opportunities and formats for mentoring, (b) assure that all areas of mentoring, including without limitation safety, quality, consistency, resource availability, membership needs and lessons learned, are addressed.
- Provide a monthly report to the Vice President, Educational Activities for submission to the Board including a summary of participation in the Mentoring Program and a review of recent and planned mentoring activities.
- Maintain the Education Center Lathe Room in a clean and orderly fashion including set-up, clean-up, supplies, trash removal, etc.
- Perform all of the duties incidental to the office of Mentoring Chairman and such other duties assigned to such office by the Vice President, Educational Activities, the President or the Board of Directors.