



## **Mabel's Alumnae Mentoring Program Task Team**

Roles and Responsibilities

Revised April 2017

### **Chair**

- Manages the workflow and responsibilities of the task team members
- Serves as Team Captain for the Resources and Support Team
- Troubleshoots issues as they arise
- Serves as the primary point of contact for task team members
- Speaks at AADC events and programs as a program ambassador

### **AADC Staff Liaison**

- Works with the Chair to oversee the workflow of the teams and their members
- Steers direction of program content and media and outreach materials
- Manages application and matching processes
- Fulfills responsibilities related to the program's intersection with AADC initiatives

### **All Team Members**

- Carries out assigned responsibilities and program initiatives
- Assists with development of program content, such as workshops, speakers, etc.
- Provides ideas and/or information for newsletter, website and social media content
- Serves as program ambassador in an effort to increase recruitment and cultivates relationships with potential participants

### **Resources and Support Team (3 Volunteers plus 1 Team Captain)**

#### **Team Captain** Program Chair

This team provides regular information, structure, links for the groups to understand what they're doing, what other dyads are doing and generally organizes information.

- Organizes rollout of the program, month by month (or more frequently if necessary)
- Plans and executes regular conferences calls for the mentors to connect
- Organizes opening program at Victoria Dabrowski Schmidt '42 Symposium
- Executes closing program at Alumnae Reunion Weekend
- Serves as first connection to a handful of designated mentors and mentees if they have a problem or issue; escalates any serious concerns to Team Captain

### **Communications Team (2 Volunteers plus 1 Team Captain)**

#### **Team Captain**

- Leads efforts for developing newsletter and website content
- Writes content for bi-monthly newsletter sent to pairs
- Conducts interviews with pairs for use across communication platforms
- Reviews and coordinates with AADC Staff Liaison on dissemination of communications across all platforms
- Makes sure program communications support our strategic direction
- Spearheads applications for 2018 – 2019 year, with entire Task Team
- Organizes opening program at Victoria Dabrowski Schmidt '42 Symposium
- Executes closing program at Alumnae Reunion Weekend
- Helps to set up and monitor private FB groups or webinars