

Facilitating a Mentoring Culture

In order to facilitate smooth transitions between outgoing and incoming VPs/chairs checklists have been created for each of the committees on the Board of Directors. These steps, along with training, should help to build a strong mentoring culture for our organization. The transition time should be from when the slate of officers is approved until the new fiscal year. The amount of time needed will vary due to each group.

Steps to be taken by all groups

For all committees to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

_____ Share a timeline of responsibilities

_____ The outgoing VP/chair will mentor the incoming VP/chair including shadowing by the incoming VP/chair

_____ Share all materials, files and pertinent information

_____ Review duties of the VP/chair using the Chapter Handbook as a guiding tool to learn as much as you can about the expectations for this role prior to starting

_____ Use discretion when in public spaces

_____ Be aware of potential team members including the board Members at Large

_____ Share past pitfalls and issues encountered and suggestions on how to manage them

VPs of Book and Author

For Book and Author to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

_____ Research to secure a venue and date for the event

_____ Meet with hotel staff concerning event details, audiovisual needs and key dates

_____ Create a budget

_____ Select committee chairs and responsibilities for each committee

_____ Participate in oversight of all committees and chairs

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_____Select the moderator

VPs of Study Groups

For Study Groups to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

_____Grant access to incoming VPs and review all study group files right after the Annual Meeting

_____Discuss ways to develop new study groups and sustain existing ones

_____Create and produce the Study Guide

_____Discuss the registration process and online reporting provided/required by National

_____Review information for Study Group orientation

_____Review recurring activities: monthly bulletin articles, e-blasts, board reports and creation of Facilitator Guide

VPs of Membership

For Membership to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

_____Explain the process and tasks for each subcommittee

_____Match committee members to subcommittees that match his/her skills and interests, understanding the working preferences for each person

_____Share relevant documents, forms, processes that are already being used successfully.

_____Transition from being a committee member to a leader

_____Accept suggestions and establish clear ways to manage conflicts that may arise

Recording Secretaries

For Recording Secretaries to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

_____Familiarize incoming secretary with Google Docs and how to use them

_____Take minutes at Executive and General Board Meetings

_____Know how and who to supply minutes to

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____ Review recordings of the meetings

VP of Leadership and Strategic Planning

For Leadership and Strategic Planning to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

____ Review the specific responsibilities of this position

____ Locate pertinent documents: chapter handbook, bylaws, BNC online resources

____ Discuss strategies for mentoring and nurturing present and future leaders

____ Plan in person training sessions for board members at least once per year

____ Promote the organization

Nominating Committee

For the Nominating Committee to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

____ Review Google Drive which delineates the roles and responsibilities of the chairs and timeline for the committee as well as bylaws and handbook

____ Select four board members and two nonboard members to serve for a two year term

____ Solicit input for candidates from current presidents, Study Group VPs, Membership VPs and current committee and board members, as well as posting in the monthly bulletin. After discussion and consensus, candidates should receive job descriptions. Committee members who know candidates best should make phone calls to candidates. When offers are accepted, the committee chair signs the offer and so does the candidate

____ Stress confidentiality throughout the process

____ Present the slate to the Executive Committee and board. The confirmed slate is sent to the entire chapter one week prior to being presented at the Annual Meeting

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Treasurers

For the Treasurers to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

- _____ Maintain checkbook and monitor chapter PO Box in North Scottsdale
- _____ Compile the Annual Budget
- _____ Fill out the monthly Bank Reconciliation Form and send to our financial contact at National
- _____ Complete Chapter Reports twice a month: preliminary for Executive Board Meeting and actual for General Board Meeting
- _____ Review budget application for Book and Author and other events based on figures submitted by Event Chairs
- _____ Pay bills submitted by VPs and handle required reimbursement to members
- _____ Access to and understanding how to use Google Sheets and Excel

Corresponding Secretaries

For the Corresponding Secretaries to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

- _____ Send executive and general board attendees attendance requests and maintain attendance records
- _____ Know who serves on the Executive Committee (EC) and who on General Board, being aware of changes throughout the year
- _____ Send draft minutes and agenda along with Zoom links
- _____ Send email notifications to board when required
- _____ Maintain a list of guests and past-presidents
- _____ Report Good and Welfare at board meetings

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Event Planning

For Event Planning to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

- _____ Designate volunteers to chair each event
- _____ Research to secure a venue and date for each event
- _____ Create a budget and complete and submit budget form
- _____ Oversee each event

Community Outreach

For Community Outreach to function at the highest capacity, the following points should be accomplished by the end of the transition timeline:

- _____ Understand that the purpose of the group is to supply organizations with much needed items collected from our members, such as children's books, purses, bras, eye glasses and costume jewelry.
- _____ Strategize for new ideas for items to be collected and donated
- _____ Know which organizations around the valley have collection bins