



## **JOB DESCRIPTION**

### **OAMR MENTORING COMMITTEE**

**PURPOSE:** To encourage professional growth and development of new City Recordors/OAMR members through the OAMR Mentoring Program.

**COMMITTEE MEMBERSHIP:** The Committee should be primarily comprised of experienced OAMR members, including OAMR members who have retired from the profession, who are qualified and willing to act as a mentor to new members and/or who have held at least one position on the OAMR Board. Mentors should have a minimum of three years of experience in the profession and must be current OAMR members.

#### **GENERAL RESPONSIBILITIES:**

- A. The Committee will coordinate the Mentoring Program.
- B. With Board approval, the Committee may take on any project that will serve to promote the mission of the Committee.
- C. The Committee will work in conjunction with other OAMR committees such as the Education Committee, and the Membership Committee to provide information and coordination of like projects.
- D. The Committee Chair will provide newsletter articles regarding Committee activities.
- E. The Committee will meet as needed. Much of the communication between Committee members will be done by video conferencing meetings, telephone, or e-mail.
- F. The Committee Chair will give committee reports and attend Board meetings.
- G. The Committee Chair will give a Committee Report at the Annual Conference Business Meeting or provide a written report to the President for presentation at the Annual Business Meeting.

**Program Guidelines:** The Mentoring Program is designed to assist new City Recordors/OAMR members become more informed and comfortable with the duties and responsibilities of the profession and to educate them on the organizational make-up of OAMR and benefits of membership. The Mentoring Program will provide new City Recordors/OAMR members ("Mentees") with both formal and informal knowledge and support from experienced City Recordors/OAMR members ("Mentors") who will serve as both teachers and coaches to assist the

new City Recordors/OAMR members in their professional development.

**Program Application:** Through the Mentoring Program, the Committee Chair will seek a volunteer from the Mentoring Committee to provide mentorship to a Mentee. The Mentor will provide their Mentee with professional resources and support, share both the formal and informal knowledge necessary to effectively and efficiently perform the duties of the position, and assist their Mentee in reaching their personal and professional goals. The Mentor will give their Mentee professional advice, support and assistance to help their Mentee become strong, self-confident and self-sufficient in the administration of their duties. The Mentor may need to simply offer moral support and encouragement; or the Mentor could be called upon to instruct the Mentee on matters such as how to properly draft agendas, minutes and ordinances; explain public meetings and records law, election laws and parliamentary procedures; or offer advice on how to deal with the media, etc.

Mentors will also encourage their Mentee to participate in OAMR educational programs and provide information about such opportunities. The Mentor will serve as a guide to their Mentee at OAMR Regional Meetings, the Annual Conference, Academy Sessions and all other OAMR events. As such guide, the Mentor shall take the time to get to know their Mentee on a more personal level, introduce the new member to other members and involve them in activities throughout the event. Prior to the annual conference or any OAMR event, the Mentor should advise the Mentee on such things as what is considered appropriate dress for the event and what types of activities will be held during the event (i.e. raffle sales, the auction, scholarship walk, all conference event, etc.). The Mentor should attempt to arrange a time and place to meet with their Mentee once they arrive at the event. The Mentor should strive to do everything possible to make their Mentee feel welcomed and comfortable in the OAMR environment. The Mentor should also be willing to continue serving their Mentee for as long as their Mentee feels the Mentor's assistance is needed.

**Program Tasks:**

- a. The Committee will work with the Membership Committee to receive information regarding any new members joining OAMR. The Mentoring Committee Chair will email new members, welcoming them to OAMR, explaining the Mentoring Program and encouraging them to participate as a Mentee of the Program. The email shall ask for a response to the question of participation as a Mentee and request that the mentee provide a brief background (bio) of themselves and briefly identify areas of responsibilities and needed support. If the response is affirmative, the Chair shall then seek a volunteer Mentor from the committee for the Mentee.
- b. The Committee Chair will work with all Committee Members to determine an appropriate Mentor for the new member. A Mentor may request from the committee membership or offer to co-mentor a Mentee. If co-mentoring a Mentee, both mentors have equal responsibility to support the Mentee.
- c. The Committee Chair shall send a welcome message (email) to the new member introducing them to their Mentor. The Mentor should be included in this communication as a means of introduction. The Committee Chair shall maintain an annual roster (list) of all new members and their Mentors.

- d. Mentors should attempt to contact Mentees within 5 days of volunteering their mentorship. The Mentor should attempt to schedule time to meet the new member in person or via a video conference call on the soonest possible date (maybe just to have lunch and get to know each other a little). If this cannot be accomplished, the Mentor should contact the Mentee again within two weeks of the original contact to see how the Mentee is adjusting to the job and to see if further assistance of any type is needed.
- e. The Committee will organize and conduct a Meet N' Greet at the OAMR Annual Conference to introduce new members in conjunction with the Mentor Program. Mentors will be responsible for ensuring their Mentee is aware of the Meet N' Greet. The hosting of a "Meet N' Greet" event is dependent on OAMR funding. In the event that funding is not available for a hosted "Meet N' Greet", Mentoring Committee members may coordinate a gathering of Mentors/Mentees.

**Committee Evaluations:**

At the beginning of a new fiscal year, the Committee Chair shall seek feedback from Mentees from the prior fiscal year on effectiveness of the program and any suggestions for improvements. The Committee Chair will compile the feedback and schedule a meeting for the Mentoring Committee to discuss. Compiled feedback will not contain any personal information that identifies the Mentee.

Board Approved:  
Update: March 2010  
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