

Job Description – Mentorship Program Rep

Reporting to: Education Committee Chair

Working with: Education Committee members, chapter members, education partners

Term: January – December

Job Function:

The incumbent is to maintain, promote and otherwise administer the Mentorship program and its related correspondence. The incumbent should possess past ASIS volunteer experience at the chapter level, but it is not required.

Key Responsibilities:

- Maintain all official program records, transmittals, meeting minutes, newsletters, and other official program correspondence
- Maintain relationships with identified and designated education partners of the program
- Provide timely and open communication with selected mentors and students
- Complete and promptly submit monthly program activity reports to the Committee
- Ensure all necessary program correspondence is handled in a timely manner
- Ensure that all information relevant to members is available on the website in a timely manner
- Maintain familiarity with the following ASIS resources:
 - ASIS Policy & Procedure Guide
 - ASIS President's Vision & Mission Statement
 - ASIS Functional Area publications
 - Society, Region and Chapter reference manuals and materials
 - Chapter operations and Society bylaws, policies and procedures

Created: July 2013