

THE FORUM OF EXECUTIVE WOMEN

MENTORING COMMITTEE CHARTER

I. Purpose

There shall be a committee of the Board of Directors of The Forum of Executive Women (“Forum”) known as the Mentoring Committee (“Committee”). The Committee’s purpose is to be responsible for oversight and direction of the Forum’s Mentoring Program, ensuring that all participants have an enriching learning experience that contributes to their personal and professional growth and development, in furtherance of the goals of the Mentoring Program to provide a professional development opportunity for future women leaders in the Philadelphia region and help to expand the pool of women who are candidates for senior level positions, and strengthen relationships between Forum members who participate as Mentors, between Mentors and the Mentee group, as well as between the Forum, referral contacts and the Mentee employer organizations.

II. Composition

The Committee is open to members of the Forum in good standing who are available to support the Forum in carrying out the Board’s strategic vision and dedicate their time to creating and implementing initiatives that will expand the impact and influence of the Forum. Committee members shall have participated as a Mentor in the program prior to joining the Committee.

The Committee’s size is not pre-determined and should, instead, be dependent upon the scope of the Committee’s work as well as the activities that are planned for the year.

The Committee chair will designate (after conferring with/gaining concurrence from the Forum’s Chief Executive Officer and/or Executive Committee) at least one and/or up to four vice-chairs from the Committee’s active membership to oversee specific initiatives and/or assist the chair in specific duties.

The Committee may form and delegate authority to subcommittees of this Committee when appropriate.

III. Structure and Meetings

The chairperson shall, after consultation with the vice chair, (i) determine the dates, times and places or virtual locations for meetings of the Committee, and (ii) set the agenda for each meeting. The Committee shall hold at least four (4) meetings per year (either in person, via teleconference or video), and additional meetings as the chairperson determines are warranted under the circumstances in order for the Committee to fulfill its mandate.

IV. Specific Power, Authority and Responsibilities

Subject to the Forum Bylaws, the Committee shall be authorized to :

1. Oversee and implement the Forum Mentoring Program.
2. Attract both Mentor volunteers from among the Forum membership and Mentee participants from a variety of companies and organizations, consistent with the broad diversity objectives of the Committee.
3. Develop and/or strengthen relationships between the Forum and target organizations within the Philadelphia region to assist in the recruitment of the mentees.
4. Provide the “Circle” experience so that mentees can work effectively toward achieving their professional development goals and objectives.
5. Collaborate with the Sponsorship Committee and other Forum committees to further the Committee’s strategic goals, strategies and plans, and the mission of the Forum.
6. In conjunction with the Nominating and Governance Committee, review and reassess annually the adequacy of this charter and recommend to the Board for approval any proposed changes.
7. Perform such other duties and responsibilities as may be assigned to the Committee by the Board from time to time.

Adopted by the Board of Directors this 19th day of May, 2015.

Revised by the Board of Directors this 11th day of February, 2025.