Mandate of the Committee

The Mentorship Committee works in collaboration with CPHR Alberta's Coordinator, Programs to support the Mentorship Program(s). Key responsibilities include:

- Assisting with the mentor-protégé matching process
- Facilitating community of practice sessions and webinars
- Promoting a positive, growth-focused environment for all participants within the HR community.

Reporting Relationship

The Coordinator, Programs & Events acts as the primary staff liaison. They coordinate activities, attend committee meetings, provide support, and ensure other members of the Stakeholder Engagement Team are kept informed of the Committee's progress, activities, and initiatives.

The Mentorship Committee will provide recommendations regarding possible program enhancements, assist with the matching process, and facilitate a community of practice to the Stakeholder Engagement Team through the Coordinator, Programs & Events. The Stakeholder Engagement Team holds final decision-making authority for the Mentorship Program.

The Mentorship Committee maintains regular communication with the Coordinator, Programs & Events through scheduled conference calls, virtual meetings, email, and phone, monthly and as needed.

CPHR Alberta Staff Responsibilities

- The Coordinator, Programs & Events will manage all program-related communications.
- Collaborate closely with the Committee to ensure timely information sharing, alignment with timelines, provide information and guidance, and effective coordination of the committee's responsibilities.
- Support the development and implementation of new initiatives that enhance the mentorship programs.
- Share relevant updates and information with the committee to help ensure the mentorship program's success.
- Conduct debrief sessions with committee members at the conclusion of each intake to review outcomes and identify opportunities for improvement.
- Provide information and be a resource to the committee on strategic planning and other items that may impact the delivery of the mentorship program(s).
- Develop meeting agendas with input from the committee Chair and Vice-Chair.

Committee Structure

The committee will consist of up to eight (8) active CPHR Alberta members, with a target membership of six (6) to eight (8) members. All members will assist with the matching process, community of practice, and delivery of the mentorship programs.

Committee members will be recruited through an application process coordinated by the Stakeholder Engagement Team, with preference given to Chartered members who have experience in mentorship, coaching, learning and development, and/or adult education. Each member will bring experience with a mentorship program offered by CPHR Alberta in some capacity.

CPHR Alberta will endeavour to achieve representation from diverse geographical regions, professional backgrounds, and areas of HR expertise.

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Should a vacancy arise during the term, CPHR Alberta may begin recruitment for a replacement member to support committee initiatives, if needed.

The committee will consist of:

- A Chair
- A Vice-Chair
- General Members

CPHR Alberta Board members cannot join the committee, but may sit in on committee meetings.

Committee Member Responsibilities

Committee members are expected to:

- Twice annually (January and June), match mentors and protégés according to skill level, identified HR field of expertise, interest, and preferred stream.
- Participate in orientation, committee meetings, and maintain regular communication with committee members and CPHR Alberta staff via email and virtual platforms, as required, and contribute actively to committee activities.
- Facilitate (live/recorded) a virtual program kickoff session(s) at the beginning of each intake to welcome and guide participants.
- Provide strategic advice to CPHR Alberta staff on the structure and delivery of the mentorship program.
- Develop and create webinar topics (recorded/live) throughout the program intake to enhance engagement and learning.
- Develop, create, and contribute tools and resources to build more knowledge and skills around mentoring activities and the *Mentoring eNews* to enrich the mentorship experience.
- Gather and analyze participant feedback throughout each intake to help assess program effectiveness and identify areas for improvement.
- Provide testimonials to the CPHR Alberta team to help promote and showcase the impact of the mentorship program.

Mentorship Program Streams

The Committee plays a vital role in fostering meaningful connections between mentors and protégés.

- **Walk & Talk**: a one-time, two-hour meeting between a senior HR leader and CPHR Alberta member.
- **Group Mentoring**: is for CPHR Alberta members who are looking to connect with a small group of their peers in a mentoring environment.
- **Peer to Peer**: connects two individuals at a similar career stage or level supporting each other, sharing experiences and offering mutual guidance.
- **Career Development**: connects two individuals at a similar career stage or level supporting each other, sharing experiences and offering mutual guidance.
- **Leadership Development**: pairs up and coming HR leaders with senior HR professionals to support leadership growth, strategic thinking, and career advancement.

Time Commitment

- Attend a virtual training (1 hour) via conference call over the noon hour
- Assist with matching (approximately 4 hours) over January & June
- Development and creation of webinars and resources (approximately 5 hours)
- Attend monthly committee meetings (approximately 10 hours, 1 hour/month)

CPD Log Credit: Up to 20 hours per year towards Continuing Professional Development.

Length of Term: Each Committee volunteer will serve a two-year term with a possible extension up to 12-months in consultation with the Coordinator, Programs & Events. Terms will be staggered to ensure overlap in membership.

Budgetary Authority

Accountability and oversight for the budget(s) allocated to mentorship will be the responsibility of the Coordinator, Programs & Events.

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