



MENTORING COMMITTEE CHARTER

Purpose

The Mentoring Committee (the “Committee”) is responsible for oversight and direction of The Forum of Executive Women’s (“FOEW”) Mentoring Program, ensuring that all participants have an enriching learning experience that contributes to their personal and professional growth and development.

The goal of the Mentoring Program is 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. The program aims to strengthen relationships between FOEW members who participate as Mentors, between Mentors and the Mentee group, as well as between the FOEW, referral contacts and the Mentee employer organizations.

Composition

The Committee is open to members of The Forum who are 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 advance the purpose of the Committee and the mission of the FOEW. Forum 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 activity that are planned for the year. Recognizing that members who serve as volunteers have limited time availability, the Committee may want to establish a larger group of members with specific sub-groups being assigned to smaller, more focused initiatives overseen by the Committee’s leadership.

A Committee member may be removed by the Board of Directors at any time in its discretion, if that member is not determined to be in “good standing.” The chairperson will be nominated in accordance with the procedures set forth in Charter of the FOEW’s Nominating Committee.

The Committee chair will designate (after conferring with/gaining concurrence from The Forum’s Executive Director 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 Nominating Committee of The Forum may consider one of the vice chairs for a vacant chair position at the Nominating Committee’s discretion and in accordance with its charter.

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

Structure and Meetings

The chairperson shall, after consultation with the other members of the Committee, (i) determine the dates, times and places for meetings of the Committee, and (ii) set the agenda for each meeting. The Committee shall hold at least 4 meetings per year (either in person or via teleconference), and such additional meetings as the chairperson determines are warranted under the circumstances in order for the Committee to fulfill its mandate. The chairperson of the Committee shall preside at each meeting of the Committee, except that in the absence of the chairperson at any particular meeting, then the Committee member designated by the chairperson shall preside at such meeting. A majority of the total number of Committee members then in office shall constitute a quorum for the transaction of committee business and all matters to be decided by the Committee shall be decided by the affirmative vote of a majority of the members present at a duly called meeting of the Committee.

Duties and Responsibilities

The Committee shall have the following power, authority and responsibilities:

1. Oversee and implement the FOEW Mentoring Program.
2. Attract both Mentor volunteers from among the FOEW 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 FOEW 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 FOEW committees to further the Committee's strategic goals, strategies and plans, and the mission of the FOEW.
6. Make reports to the Board on an as-needed basis.
7. Review and reassess annually the adequacy of this Charter and recommend to the Board for approval any proposed changes to this Charter.
8. Perform such other duties and responsibilities as may be assigned to the Committee from time to time by the Board of Directors.

Operating Policies

1. The Committee will keep the minutes of all Committee meetings (designating in its discretion such individuals to record the minutes) and approve them by subsequent action.
2. The Committee will determine its rules of procedure in accordance with the FOEW's Bylaws.

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