



Association for Information Science and Technology

JOB DESCRIPTION

Position Title: New Leader Mentor

BASIC FUNCTION

The New Leader Mentor is an experienced and thoughtful ASIS&T leader who is committed to investing their time to assist in the growth and development of new ASIS&T members. The Mentor will share their knowledge, experience, and wisdom and act as a guide and role model. The Mentor supports and encourages the professional development of the New Leader and provides active guidance to help them achieve their goals. The Mentor offers a fresh perspective and an independent point of view, while guiding a process that fosters the growth and professional development of the New Leader.

DUTIES AND RESPONSIBILITIES

The New Leader Mentor will:

- Meet with the New Leader in conjunction with Annual Meeting to establish goals for the mentorship.
 - Identify a project for the New Leader to work on during their New Leader year.
 - Communicate at least monthly with the New Leader to assess progress towards the New Leaders' goals and assigned project.
 - Provide a brief assessment of the New Leader Program and their New Leader at the conclusion of the year. The assessment will address the extent to which the program fulfilled its goals and the extent to which the New Leader achieved the goals established at the beginning of the year.
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TERM

A New Leader Mentor will assume their role at the Annual Meeting though they may wish to start working with their New Leader as soon as they are assigned. The New Leader's year concludes at the next Annual Meeting, at which point the New Leader may opt to extend for a second year, either with the same Mentor or another.

QUALIFICATIONS

A New Leader Mentor should possess:

- Current membership in ASIS&T
- Holds a leadership role in ASIS&T (SIG or Chapter Officer, Chapter Assembly or SIG)

- Cabinet Officer, Committee Chair, or Board Officer)
- Ability to spend not less than 1 hour per month with the New Leader
 - A commitment to positivity and encouragement throughout the mentorship process
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TIME COMMITMENT

New Leader Mentors will spend time on the following:

- Face-to-face (ideally) meeting with mentee at the outset of the year to plan the year and orient the New Leader to their project
 - New Leader Orientation
 - Attendance at the Leadership Session at the Annual Meeting
 - Monthly meetings of approximately one hour with the New Leader
 - Time to complete an end-of-year assessment.
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CONFLICT OF INTEREST

No ASIS&T volunteer shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with ASIS&T.
