



Association for Information Science and Technology

JOB DESCRIPTION

Position Title: New Leader

BASIC FUNCTION

A New Leader is an individual who has been identified as a potential future leader of ASIS&T. The New Leader undertakes a project that furthers the strategic goals of the association and receives advice, assistance and feedback from a more experienced member, resulting in the enhancement of the mentee's membership experience in ASIS&T. The New Leader must have clear goals and be willing to accept guidance and advice in order for the relationship to be successful.

DUTIES AND RESPONSIBILITIES

The New Leader will:

- Meet with the Mentor in conjunction with Annual Meeting to establish goals for the mentorship.
 - Perform the necessary duties outlined by the Mentor to complete the assigned project.
 - Communicate at least monthly with the Mentor to assess progress towards goals and the assigned project.
 - Provide a brief assessment of the program and their Mentor 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 mentor supported them in achieving the goals established at the beginning of the year.
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TERM

A New Leader will assume their role at the Annual Meeting though they may wish to start working with their mentor 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 should possess:

- Current membership in ASIS&T
- Ability to commit a full year to a project and the mentor relationship

- Have future leadership potential and a commitment to ASIS&T
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TIME COMMITMENT

New Leader will spend time on the following:

- Face-to-face (ideally) meeting with Mentor at the outset of the year to plan the year and establish goals and become oriented to their project
 - New Leader Orientation
 - Attendance at the Annual Meeting
 - Monthly meetings of approximately one hour with the Mentor
 - Quarterly meetings with New Leaders
 - Completion of an end-of-year assessment.
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FINANCIAL CONSIDERATIONS

The award consists of Annual Meeting registration for the year of their participation in the program (excluding tutorials, workshops and other special events) and up to \$500 in travel support. Attendance at the Annual Meeting is required and in-person attendance is strongly encouraged. New Leaders who complete two years of the program may pool their travel funds to attend one Annual Meeting in person.
