**Type of report being submitted:** Committee Planning Report

**Date: 9/26/2019**

**Committee Name:** Mentoring Committee

**Supervising Board Member:** Madison Sullivan

**Chair, Co-Chairs, Assistant Chairs:** Lauren Puzier and Amy Manns

**Committee members:**

Katherine Leigh Thomas

Lizzy Boden

Adrienne Keane

Tameca Beckett

Heather Posey VanDyne

**Committee Charge**: Develop and manage a yearly Career Mentoring program that runs from October - September. The committee is charged with recruiting, matching, and providing ongoing support for mentors and mentees. The NMRT Mentoring Program Committee matches mentors with new members and they have the opportunity to meet at either the Midwinter and/or Annual Socials hosted by New Members Round Table.

**Project Description / Goals:**

To create successful mentoring experiences for both mentees and mentors.

Engage members with resources and aid to fulfill their mentoring wants and needs.

Advocate for NMRT membership to new professionals and library school students.

**Specific Objectives (numbers, tangible end-products):**

* Review of Committee Website
* Recruit:
  + Publicize the career and conference mentoring programs.
  + Post Mentoring Survey on website Sept 1 and close on September 28
* Match:
  + Match mentors with appropriate mentees based on information provided in the online survey
* Provide Ongoing Support:
  + Coordinate the Career Mentoring Program from October 2019 through June 2020, including providing monthly discussion topic emails.
  + Coordinate a meet and greet for mentors and mentees participating in the Career Mentoring program at the ALA Annual Meeting
* Improve the web presence of the committee by adding content such as mentoring guidelines, how-to conference information, etc.

**Financial Report Section:**

|  |  |
| --- | --- |
| **Your budget appropriation (see budget)** | a. 0 |
| **Amount which you have spent so far this year** | b. 0 |
| **Your estimated additional expenses this year** | c. 0 |
| **Total of amount spent and additional "estimated" expenses for this year (b+c)** | d.0 |
| **Difference between budgeted amount and total expenses from above (a-d)** | e. 0 |

**f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:** At this moment, the Mentoring Committee does not anticipate working with any vendors. This may be subject to change, depending on changes in program planning and implementation.

**g. Vendor support requested:** (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

**h. Vendor support received:** (From the above list, what if any, has been received?)

**Specific Needs/Support (non-financial):** (For the categories below, please include approximate date service needed)

**a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):** Web Page updates

**b. On-site conference volunteers:** (include estimated numbers needed and brief job description)

1 to assist with Midwinter/Annual meet and greet for mentors and mentees

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):** Post to ListServ, Blog and Social Medial Platforms and contact appropriate liaisons for the dissemination of committee related information, as needed.

**Report submitted by:** Lauren Puzier and Amy Manns

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Amy Manns

Co Chair

NMRT Mentoring Committee