

DEFINITIONS

"Branch" means any branch of the APEGBC.

"Committee" means the Mentoring Program Committee.

"Program" means the Mentoring program.

"Chair" means the Committee elected as Committee Chair.

"Branch Coordinator" means the Branch Mentoring Coordinator.

1. COMMITTEE

The affairs of the Program shall be managed by a Committee. The composition of the Committee shall reflect the interests of the members of the Program. The Committee shall report to the Communications Committee. The Committee shall have a minimum of six APEGBC members, one being a PGeo, the Director, Communications and the Mentoring Coordinator.

Positions on the Committee shall be strictly on a volunteer basis and shall be rotated amongst interested professional engineers and geoscientists.

2. BRANCH INVOLVEMENT

Branch Coordinators shall be appointed to liaise with the Committee and support the Committee's functions at the Branch level.

3. COMMITTEE PURPOSE

- To assist EITs and GITs in working towards professional registration.
- To encourage member participation in Association activities.
- To improve trainees qualifications.
- To encourage external organizations to mentor EITs and GITs.

4. COMMITTEE FUNCTION

- Set goals, priorities and action plans regarding APEGBC Mentoring.
- Improve direct Association support for EITs and GITs.
- Facilitate Mentoring Program activities including but not limited to: regular meetings for matching and program review, conducting an annual workshop, maintaining contact and monitoring performance of mentor/ trainee relationships, preparing articles and advertisements to encourage participation in the program.

- Improve the quality of EIT/GIT training to obtain well-qualified professional engineers and geoscientists.
- Facilitate and monitor Mentor/Trainee matches.
- Reassess the program and its accomplishments on an annual basis.

5. MEETINGS

- 1) Regular meetings of the Committee will be held once per month or at the call of Chair. A quorum shall be three persons. Minutes of Committee meetings shall be distributed to all Committee members, including the Branch Coordinators.

The Chair shall prepare and submit an annual report to the Association for inclusion in the *Year in Review*.

- 2) Mentors training assistance will be provided at the Mentor Training Workshop. This meeting will include all new session mentors, any past session mentors wishing to attend, and Committee members. Mentors and trainees should be notified about two months prior to the Workshop.
- 3) Mentor/trainee pairs should meet about every six weeks throughout their relationship. These meetings should be held at the convenience of both parties, and can include the trainee's professional supervisor and/or employer. Trainees are requested to develop a four-year career plan to be submitted for review to the Committee, and are encouraged to follow the APEGBC Program Guidelines for EITs and GITs. Meeting notes or minutes should be sent at six-month intervals. The Chair is to respond to the mentor and trainee within four weeks after receipt of reviewable submissions.

6. FINANCE

APEGBC will contribute an agreed amount of funds to the expenses of the Program. The Committee will budget for the activities it proposes for the forthcoming fiscal year and submit the budget to the APEGBC Communications Committee.