

Ryan White Planning Council

RWPC Nominating Committee

Job Description: New Planning Council Member Mentor

Function: RWPC Mentors are responsible for working with new Planning Council members for the first year of their term on the Planning Council. The goal is to work with the new member to engage them in the processes of the RWPC, to establish a collaborative relationship, to assist the new member in selecting a committee to work on and to maximize the new member's ability to contribute to the process. Mentors check in with new RWPC Members before and after each meeting to answer any questions the new member may have and to briefly review the meeting with the goal of increasing the new members understanding of the process. This is an opportunity for both the new member and the Mentor to increase their understanding of the process and to increase communication among RWPC Members.

Specific Responsibilities:

1. Briefly check in with new RWPC members before and after each meeting to discuss any questions regarding the content of the meeting.
2. Talk with new RWPC Members to explain the function of each Committee and assist the new member in selecting a committee to join.
3. Discuss with the new member what help they may need to become successfully oriented to the RWPC.
4. Provide assistance with any written material the new member may need to increase their knowledge of the planning process.
5. Introduce new member to other Council members, especially Committee Chairs.
6. Follow up with RWPC member if they miss a meeting to inform member of what happened at the meeting and to increase engagement of the new member with the council.
7. Provide support and encouragement to new members to offer their insights and opinions and to participate in discussions of committee and full council meetings.
8. Refer the new member to appropriate council members and staff to resolve any challenges.