

# Mentor Program

## Project Review Committee

April 22, 2022

### Purpose

To provide new PRC members with a structured program to aid with overall onboarding, navigation and understanding of the PRC website contents, understanding of RCW 39.10, CPARB/PRC organizational structure, best practices and meeting format and decorum.

### Practice

Structured Mentor/Mentee monthly meeting at a time that both agree is best, coupled with direct access by the Mentee of the Mentor at any time for any reason by phone

### Mentor

PRC Chair and Vice Chair appoint one existing PRC member as Mentor for each new PRC member. Mentors will consist of volunteers selected from the PRC committee. The Mentor is required to have at a minimum one year as a PRC member. If possible, select the Mentor that has the same public or private sector definition as the Mentee. Some examples of content and context to share by the Mentor with the Mentee include but are not limited to:

- Furthering the education on RCW 39.10 – continuous training at the AGC or similar,
- Review changes to RCW 39.10 and the reasons behind the changes,
- Share experiences on recent applications and panel discussions and decisions to demonstrate the breadth of results, and
- Thorough review and discussion of the project and recertification score sheet(s) categories.

### Mentee

Immediately after appointment and prior to attending the PRC as a member, the Mentee is responsible to review:

- The New Member Onboarding Checklist
- The PRC Website
- All sections of the RCW 39.10

Immediately following attending the PRC as a new member, the Mentee is responsible to:

- Contact the assigned Mentor
- Share the Mentee's needs and concerns with the Mentor
- Confirm Mentee's completion of the New Member Onboarding Checklist
- Understand the duties of a PRC member
- Schedule once a month in-person/or virtual meetings for 12 consecutive months
- Communicate as needed by phone
- Request for additional Mentor if desired

### Duration

Minimum of 1 year.

### Outcome

Present a brief oral summary of the experience as well as recommendations for improvement to the Mentor Program to the PRC at the next regularly scheduled PRC Business Meeting following the 12-month duration.

**Commented [AE1]:** The draft "PRC New Member Onboarding Checklist" already includes these bullets (PRC Website, RCW 39.10).

The Checklist also includes Governor's Online Appointee Training, Boards and Commissions Handbook, PRC Bylaws, DB Best Practices Guidelines, etc.

I suggest we state something along the following line:

"The Mentee is responsible to review all of the materials listed in the attached PRC New Member Onboarding Checklist prior to attending their first PRC meeting."

Then attach that one-page checklist to this one-page Mentor Program document.

(No need to repeat anything that is already in the checklist in this doc).

**Commented [AE2]:** The reason I added this suggested bullet is because we discussed the possibility of a Mentor who may be too busy therefore are not doing their job (not responsive to the Mentee's inquiries). Therefore, the Mentee would not be getting the benefit from the Mentorship Program.

Rather than for us coming up with a process/how to check/hold Mentors accountable, we discussed about offering the opportunity for a Mentee to request for additional Mentor – if needed (the need will be determined by the Mentee. Of course I am assuming here that the Mentee would not be asking for 6 more Mentors .. but we can address that verbally with the Mentee if we happen to have someone like that 😊)