



International ACAC Mentor Year Program Co-Chairs Announcement 2025

The Mentor Year Program Co-Chairs, under the leadership of the Professional Development Committee, plan and facilitate the Mentor Year Program (MYP), which runs on an annual cycle. In 2025 the Committee is seeking 2 (two) Co-Chairs to begin their terms on July 1, 2025. In order to stagger these positions turn-over, the Co-Chairs will be appointed to serve either a 2-year term (ending July 31, 2027) or a 3-year term (ending July 31, 2028).

Ideal candidates for the Co-Chair role, which is a volunteer position, would be members who:

- Have experience organizing events or training activities, with both planning logistics and content.
- Have strong team leadership skills and the ability to manage volunteers.
- Want to get more involved in International ACAC.
- Want to gain leadership experience and build your professional network.
- Want to contribute to developing meaningful and impactful professional development for peers and colleagues.

The Mentor Year Program provides a small, familiar community for professionals seeking growth through mentorship. Through 1:1 Mentee/Mentor relationships, regular participant meetings and emails, and bi-monthly newsletters, Mentees build their skills, knowledge, and resources for their personal and professional development and for the benefit of the students they serve.

The MYP Co-Chairs oversee all aspects of annual program operations. This includes, but is not limited to creating applications, scheduling events and deadlines, matching Mentors with Mentees, creating and managing the budget, administering funds from the MYP Grant Program, and reporting to the Executive Board and membership in meetings and written communications.

Mentor Year Program Co-Chair - General Description of Responsibilities

- I. Terms of Service
 - A. Length of service is either two (2) or three (3) years. The terms of the two (2) Co-Chairs are staggered to accommodate a training year.
 - B. Must be available for regular planning work and meetings throughout the year, with increased commitment leading up to key program deadlines (April/May/August).

- C. Must have reliable access to the internet, particularly during peak times (application periods, program launch, International ACAC Conference, etc.).
- D. Must have access to Google Drive, as most program information is shared and collaboratively managed in this format.
- E. Available to attend the International ACAC Annual Conference.
- F. In the event that the International ACAC Executive Team finds that the Co-Chair fails to satisfactorily fulfill all duties of the position, they may be removed from the role.

II. General Expectations/Responsibilities

- A. Serve as chairperson of the Mentor Year Program (MYP) Committee.
- B. Oversee all aspects of annual program operations, as listed above.
- C. Solicit applications and assign Mentor/Mentee partnerships.
- D. Maintain ongoing communication with program participants, monitoring results, and providing reports to the Executive Board and Executive Director.
- E. Delegate tasks to MYP Committee members and ensure efficient workflow.
- F. Create and manage the annual budget for the program.
- G. Maintain ongoing relationships with program alumni and foster continued engagement; this is a new area, in need of further thought and development.
- H. Provide regular reports on program results to the Executive Board and general membership through meetings and written communications.
- I. Call, plan, and organize all MYP Leadership/Co-Chair meetings.
- J. Actively evaluate programmatic results and implement improvements as needed.
- K. Provide updates to the Executive Board with visuals, data, and reports when requested.
- L. Create and distribute a bi-monthly newsletter to participants and provide it to HQ for publication on the website.
- M. Maintain infographics on the website, create and distribute marketing and social media posts to inform members of the annual program timeline.
- N. Host a reception at the International ACAC Annual Conference for participants and alumni; advertise the reception, take photos, and share them with HQ.
- O. Create and maintain the application portal, collect and evaluate program applications, and determine grant recipients.
- P. Collect reports and financial information from grant recipients, providing necessary documentation to HQ to process financial transactions.
- Q. Plan and facilitate three All-Group Meetings:
 - 1. Kick-Off Meeting (September)
 - 2. Mid-Year Meeting (February)
 - 3. Final Meeting (May/June)

III. MYP Co-Chair, Time Commitment

- A. Attendance at the International ACAC Conference (7 days).
- B. Planning and preparation require an estimated 2-3 hours per week, with potential increases during peak times (3-8 hours per week).