

Role Description - Mentoring Regional Deputy Director

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The Mentoring Regional Deputy Director assists with planning and executing the HBA Mentoring program within their region. Contributes to the continuous improvement of HBA's Mentoring program. Reports to the Regional Director, Mentoring and President, Member Value Offerings for the region.

Regional deputy director role responsibilities

- Actively participates in functional calls with HBA staff and ensures information is shared with their committee in a timely manner. Attends especially if Regional Director of Mentoring is unable to attend.
- Participates in Member Value Offerings and/or Regional meetings as needed to ensure alignment of activities.
- Collaborates with regional Recruitment committees to identify and satisfy specific volunteer needs; actively invites members from across the region (and beyond) to participate on their committee.
- Ensures all committee members are trained and have access to required materials for their role. Ensures committee members deliver on committee expectations with high quality and professionalism and ensures committee volunteers comply with all HBA standards and policies.
- Focuses on the operational and logistical aspect of program - scheduling webinars, mentee orientation, mentor training, kick-off and closing ceremonies.
- Ensures alignment with Qooper, HBA mentoring platform including key dates and regionally specific information for the region.
- Manages Connector relationships, if applicable.

Mentoring responsibilities

• Plans and executes HBA Mentoring program in region

- Assists with Mentoring program budget planning and P&L.
- Assists and supports all aspects of mentoring program planning, recruitment, and event logistics.
- Works with regional marketing and communication committees on marketing and promotion.
- Coordinates program planning with chapters across the region.
- Adheres to all HBA event policies including pricing, content, sponsorship and marketing.

• Contributes to the continuous improvement of HBA's Mentoring program

- Works with HBA Central and the global mentoring committee to drive improvements and innovation into all components of the program. Aligns with other regions.
- Provides feedback, new ideas, and innovations from the Region to HBA Central staff for inclusion in HBA standards and branded offerings.
- Manages committees to match mentors/mentees, train mentors, and plan program events and logistics.

Time requirements

Regional leaders spend time a) managing their designated committees, b) participating on their designated regional leadership team, and c) interacting with other leaders in the same role across the association.

Roles generally require about 10 hours per month. Estimated activities are as follows:

- 4-6 hrs per month managing their committees: setting and reviewing plans and progress, coaching leaders, ensuring volunteers are trained and ready for their role.
- 2 hrs per month in Regional Board or MVO leader meetings: sharing and coordinating plans and progress; longer-term planning and budgeting.

- 1-2 hrs per month interacting with their role peer group (Mentoring functional calls): sharing innovations, discussing new policies and best practices.
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