



**Phi Chi Theta
National Mentoring Program**

Adopted by the Executive Policy Board on December 22, 2010

Purpose: To promote the cause of higher business education and training for all individuals by establishing a formal mentor and mentee relationships between alumni and collegiate members.

Committee Structure: The National Mentoring Program will be managed by a committee chairperson appointed by the National President. The chairperson will report to the National President although this oversight function may be delegated to another national officer at the discretion of the National President. The committee chairperson can appoint additional active alumni to serve on this committee and assist with the administration of this program. In addition, the chairperson can appoint up to two active collegiate members to serve on this committee.

Duties: The National Mentoring Program Committee will match alumni with collegiate members who volunteer to participate in this program. They will maintain contact with all those involved in the program to set objective and suggest weekly discussion topics.

Timeline: The program will run for 12 weeks each semester. The inaugural session will begin in January, 2011. The committee will set the starting and ending date of the program each semester. They will also determine deadlines to submit applications and to assign mentors. The national office will need to concur on all deadlines and communications regarding the promotion of the program and the assignment of mentors.

Process: Mentor assignments will be on a first come first served basis so not all requests may be able to be honored. However, alumni will be asked to mentor more than one collegiate if possible. Collegiates will be assigned to alumni first based on chapter affiliation. Matches will then be based on industry of interest and then by geography. Newer chapters without an alumni base will receive priority in this program.

Support: During the program, collegiates and alumni will communicate via e-mail, phone, or your preferred method of communication to discuss and review topics such as professional development, business fraternity event planning, business publications, industry expertise, networking tips, and other similar topics. Emails will be sent out by the committee every Monday during the duration of the program to guide and encourage discussions. These emails are merely suggestions – the mentee and mentor should feel free to discuss anything which is helpful, relevant, and beneficial to professional development.

Measuring Progress: At the six week mark of each session, the committee will seek feedback from both collegiates and alumni regarding the success of the program in the form of a survey. The committee will use this feedback to determine if any modifications to the program are necessary. These changes will need Executive Council approval.