

## CMG Conference **Mentor Chair**

### Job Description

#### Time Requirements:

##### Pre-conference:

- Jan-Feb:
  - Get list of mentor volunteers from Volunteer Coordinator or Program Chair
  - Add to the list anyone you know of who is willing and qualified
  - Confirm all volunteers – reiterate responsibilities
  - Clarify areas of expertise (matching is not required but can help)
  - Assess language capabilities, if any, besides English
  - Check that the mentor program is still documented on the CMG web site. If not, get it out there.
  - Write a short piece for Measure IT encouraging mentors and writers to submit. You should also send this to the Regional Chairs..
- Feb-July:
  - People requesting mentors should be automatically referred to [mentor@cmg.org](mailto:mentor@cmg.org)
  - As requests come in, assign a mentor. Email the mentor and protégé about the assignment. One caveat – this program usually has limited qualified volunteers, so if you get a mentor request from an experienced speaker, contact them to reconsider.
  - Track assignments on a spreadsheet
  - Confirm with both mentor and protégé that contact has been made.
  - Mentor at least one person yourself.
  - Broker issues between mentor and protégé when they arise

##### At the Conference

- Chair the session for your protégé
- PR the program wherever possible, especially for first-time writers.

##### Requirements for a Mentor

- Great language skills
- Great editing proficiency
- Previous accepted CMG paper or CMG Journal article, the former is preferred.
- Willingness to put in the time which can extend till the conference

Some protégés only need to have someone help them scope out an idea, some need to be handheld thru the process. Mentors do not write the paper, research the subject, or come up with an idea. etc. You may wish to be an ERB and session chair for your accepted protégé, and be willing to hear a dry run.