

LEA COUNTY WOMEN'S NETWORK
BASIC RESPONSIBILITIES
Student Mentoring Director

Coordinate Student Mentoring Committee members to set up the program for the year and accomplish the following:

1. Early September - Present mentoring program to Hobbs High School Junior and Senior girls. Present program to any other schools or entities having the same age girls (i.e. Kingsgate Academy, Alternate School, etc.).
2. Applications need to be received within a week of presentation.
3. Committee meet to review applications and choose mentors for the program as needed (either individual or panel programs).
4. Secure location for the programs to be presented during the year.
5. Contact professional women and set dates for them to present programs if panel program style is used. Currently panel programs are the 2nd Monday of the month. Three professional women from similar fields are on each panel (i.e. medical, legal, etc.).
6. Programs are 7:00-8:00 p.m. October, November, January, February and March.
7. The first program is orientation with parents strongly urged to be in attendance. At least one professional women (mentor) is included in the first program.
8. Provide water and cookies/chips at the programs. The last program is a Pizza Party and starts at 6:30 p.m.
9. Attend all programs and support the speakers.
10. Evaluation forms are given to participants at the last program.
11. Meet in April or May with committee to evaluate the year's program and start plans for next year's program.
12. Contact school counselors/etc. to set date for September mentor program presentation.
13. Will attend the monthly Board Meeting regularly
 - A. Will send proxy when she can't attend
 - B. Will notify the President when she can or can't attend