

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-D-003</b>	<b>SUBJECT: Position Description - Mentor</b>
<b>ORIGINATION DATE: 3/21/96</b>	<b>ACCOUNTABILITY: Senior Director</b>
<b>APPROVAL DATE: 5/7/96</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: <u>2/4/03</u></b>	<b>PAGE NO: 1 of 2</b>

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#### **1.0 OBJECTIVE**

- 1.1 This policy defines the responsibilities, authorities and accountabilities of a Mentor of the Minnesota Section American Society for Quality.
- 1.2 The policy is intended to provide for the understanding of the position for potential candidates for that position as well as insuring that key appointments, and tasks are performed on a timely basis by the Mentor during the course of his or her tenure.
- 1.3 The Minnesota Section ASQ establishes the Mentor position which provides counsel and advice for selected elected officers and volunteer chairs. The Mentor will focus on orientation of and skills development for the newly elected or appointed leader. As the program year progresses the Mentor will be available to the leader for continuing support.

#### **2.0 RELATED POLICIES AND PROCEDURES**

- 2.1 MSP-D-002 Position Description - Director

#### **3.0 SUPERSEDES**

- 3.1 MSP-D-003 approved 5/7/96.

#### **4.0 GENERAL DUTIES OF THE MENTOR**

- 4.1 Assist the selected leader in determining additional personal skills, time, and resources required to perform the assigned position and a plan for acquiring and or otherwise compensating for the needs.
- 4.2 Assist the selected leader in developing leadership potential for future elected and/or appointed positions in the Section.
- 4.3 In counsel with other Mentors and the members of the Long Range Planning Committee (LRPC) determine common orientation needs and training in skills development, time management, and acquisition of related resources.
- 4.4 The Mentor will provide counsel and advice to the leader in the acquisition of resources unique to the position needs.
- 4.5 The Mentor will recommend changes in the process of leadership development and committee structure to realize the successful pursuit of continuous planning objectives to both the Section Chair and the LRPC.

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4.6 As requested the Mentor will provide activity updates and recommendations to the Section Chair and the LRPC.

**5.0 ELIGIBILITY REQUIREMENTS**

- 5.1 The Mentor will be a former Section Chair or an individual who has served in the position selected for mentoring.
- 5.2 The candidate for mentoring will be considered by his or her peers as a team performer and a team leader.
- 5.3 Detailed knowledge of the current leadership position and its unique committee service requirements will be required of each Mentor.

**6.0 APPOINTMENT/REMOVAL PROCEDURE**

- 6.1 The Senior Director will appoint and assign each Mentor for one term. The normal term will support one program year. This begins prior to the beginning of the program year, usually from nomination to the elected or appointed position through the conclusion of that program year. Shorter terms may be assigned at the discretion of the Senior Director. All appointments shall be reported to the Executive Board.
- 6.2 The Mentor can be relieved of his/her assignment by the Senior Director for reasons of ineffective performance and unavailability to perform or to report.
- 6.3 The Mentor can remove him/herself from that position through notification to the Senior Director.

**7.0 APPROVAL**

- 7.1 Approved by the Minnesota Section ASQ Executive Board:

\_\_\_\_\_  
Section Chair

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Section Secretary

\_\_\_\_\_  
Date