

Committee	NAMSS Mentoring Committee
Committee Charge	Oversight of NAMSS' mentorship and leadership development activities.
Committee Goals/ Responsibilities	<ol style="list-style-type: none"> 1. Develop and maintain inventory of qualified and interested candidates for NAMSS volunteer leader positions. 2. Provide mentorship to individuals who demonstrate interest and potential to become leaders within NAMSS 3. Ownership of <i>NAMSS Tomorrow's Leaders</i> Program, including selecting program participants from applications. 4. Providing individual mentorship to <i>NAMSS Tomorrow's Leaders</i> program participants. 5. Ownership of NAMSS Speaker Development Program, working with Conference Committee. 6. Ownership of NAMSS Mentor Matching Program. 7. Ensure that qualified candidates apply for the Call for Nominations. 8. Plan and host Volunteer Interest sessions at the Annual Conference.
Committee Composition	The NAMSS Mentoring Committee is comprised of comprised of nine (9) members, a Chair, Vice Chair and seven (7) additional members. A member of the DEI Committee will also serve as an ex-officio member.
Membership Term	All committee members, including the Chair, serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1 st – December 31 st .
Expected Commitment	The NAMSS Mentoring Committee meets monthly via virtual conference. The expected time commitment is 4-6 hours per month (approximate), which includes regular one-on-one mentoring with assigned mentees and outreach to potential volunteers.
Selection/ Appointment	The Chair and Vice Chair are appointed by the President-Elect. Committee members are selected by the President-Elect with input from the committee Chair. All committee member selections are approved by the Board of Directors. The DEI Committee ex-officio member will be appointed by the DEI Committee.
Committee Requirements	<p>Committee Members:</p> <ol style="list-style-type: none"> 1. Express desire to serve with an interest in mentorship and leadership development. 2. Must be able to carry out the work of the committee. 3. Desire to advance the mission of NAMSS. 4. Active in the medical services or managed care profession. 5. Ability to work well with others. 6. Ability to make the necessary time commitment. 7. NAMSS member in good standing. 8. Ability to attend and actively participate in conference calls. 9. Desire to mentor up-and-coming leaders 10. Ability to maintain appropriate confidentiality and discretion.

	<p>Committee Chair:</p> <p>In addition to the qualifications listed above, the Chair must hold CPCS or CPMSM certification. The chair will also serve as an ex-officio member of the NAMSS Leadership Selection Committee.</p>
<p>Committee Roles and Authorities</p>	<p><u>Makes Decisions</u></p> <ol style="list-style-type: none"> 1. Mentor matching program activities and promotions 2. Participants for <i>Tomorrow's Leaders</i> program (based on submitted applications) 3. Speaker Development program participants and mentors (based on selected abstracts) 4. Speaker Development program content 5. Candidate inventory database 6. Mentoring and engaging prospective volunteer candidates <p><u>Makes Recommendations (to the Board of Directors)</u></p> <ol style="list-style-type: none"> 1. Updates/changes to <i>Tomorrow's Leader</i> program 2. Updates/changes to Mentor Matching program and platform <p><u>Provides Input</u></p> <ol style="list-style-type: none"> 1. Call for Committee Volunteers 2. Call for Board Nominations 3. Suggestions for changes to above processes <p><u>Monitors</u></p> <ol style="list-style-type: none"> 1. Annual Board election voting process/member participation
<p>Staff Liaison(s)</p>	<p>Amaya Dugar-Hampton, Membership & Operations Coordinator adugar-hampton@namss.org (202) 367-2360</p> <p>Caitlin Hardy, Membership & Operations Manager Chardy@namss.org (202) 367-2460</p>

Amended Date	Board Approval Date
10/21/2024	