



Canadian Institute for Procurement and Materiel Management
Institut canadien d'approvisionnement et de gestion du materiel

Terms of Reference

Mentorship Program Committee

1. INTRODUCTION

The Mentorship Committee is a standing committee of the Board of Directors (the “Board”) of the Canadian Institute for Procurement and Materiel Management (CIPMM).

The objective of the CIPMM Mentorship Program is to further the professionalism and capacity building within the procurement and materiel management communities. The CIPMM Mentorship Program is designed to help develop skills, to provide access to the information and resources, and to support the professional needs and career goals of those within the procurement and materiel management communities. This will include providing program participants with:

- Getting expert advice from senior leaders in group and one-on-one meetings
- Access to knowledge on technical skills.
- discover leadership styles.
- build professional relationships and opportunities to access networks of skilled professionals.
- Identify future opportunities for career growth.
- Receive assistance in long term career planning.

2. ROLE AND RESPONSIBILITIES

Subject to the duties and responsibilities of the Board, the Governance Committee will perform the following duties:

Chair:

- Create the Mentorship Committee, serve as its Chair, assign tasks, holding regular meetings to share knowledge and monitor progress.
- Adhere and monitor allocated budget.
- Monitor and keep knowledgeable about the activities of the Committee.
- Manage all Mentorship Committee meetings, including:
 - Ensure meeting time and location are arranged.
 - Prepare agenda.

- Chair meetings.
- Ensure records of decisions of meetings are kept, distributed, submitted for approval and archived.
- Participate as a member of the CIPMM Board of Directors; and
- Represent CIPMM at conferences, meetings, etc. as requested by the CIPMM President.

The Mentorship Committee members will:

- Bring his/her own knowledge, expertise and ideas in the areas under the CIPMM's mandate and socialize concepts and ideas that are adopted.
- For CIPMM matters, act as CIPMM representatives, instead of as representatives of their respective department, chapter, province, municipality or corporation; and
- Contribute to the tasks, the analysis and development of recommendations of the CIPMM Mentorship Program.

3. MEETING FREQUENCY

The Governance Committee will meet as determined by the Chair but no less than four times per fiscal year.

4. MEMBERSHIP

The Committee will be comprised of up to eight interested individuals including at least two members of the Board of Directors of CIPMM.

5. DECISIONS RECORDS

The Secretariat will be responsible for:

- Preparing and distributing meeting notices, agendas and other meeting materials to Committee; and,
- Recording decision to all committee members.