



## **Ryan White Planning Council Mentor / Mentee Luncheon**

12 noon, Thursday, January 14, 2016

### **AGENDA**

- |                                       |  |
|---------------------------------------|--|
| I. Welcome                            | Tracy Gorden,<br>Vice Chair,<br>Planning Council                           |
| II. Roles of the Mentor<br>and Mentee | Ruth Atkinson and<br>Curtis Bellard,<br>Co-Chairs,<br>Operations Committee |
| III. Expectations                     | New Members  |
| IV. Experiences                       | Current Members  |
| V. Attendance & Paperwork             | Tori Williams  |
| VI. Closing Remarks                   | Tracy Gorden   |

### ***JOB DESCRIPTIONS***

#### **MENTOR**

- Ⓡ Attend the Mentor/Mentee Luncheon.
- Ⓡ Help Mentee fill out paperwork at the Luncheon.
- Ⓡ At the first committee meeting of the year, determine if the committee mentors are going to make themselves available before or after committee meetings.
- Ⓡ Be available to meet with new committee members before or after each committee meeting.

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#### **MENTEE**

- Ⓡ Attend the Mentor/Mentee Luncheon.
- Ⓡ Work with Mentor to fill out paperwork at the Luncheon.
- Ⓡ Ask LOTS of questions in meetings!
- Ⓡ Contact committee mentors via email or telephone to let them know they will be needed for consultation before or after the next committee meeting.