

OLA MENTORING COMMITTEE
Standing Committee of the OLA Board
TERMS OF REFERENCE

Vision: *Mentorship = membership; Membership = mentorship*

Mission: **To support and promote mentorship for all OLA members.**

Mandate:

Strengthen the library and information community and this association, by ensuring OLA members have access to career advice, opportunities to build relationships across sectors and systems, and access to broader experience and knowledge within the profession.

Contribute positively to the well-being of our members by mutually and respectfully guiding and growing with people in our profession, by assisting them in developing self-knowledge, confidence and the courage to succeed.

Develop and implement sustainable mentoring-related activities and services as a valued professional activity for all OLA members.

This committee reports to the OLA Board of Directors.

Objectives:

- Promote mentoring as a responsibility of all OLA members and a key benefit of membership.
- Provide volunteer opportunities for the OLA membership.
- Provide career-focused support resources for OLA members at all career levels.
- Develop relationships with educational institutions that provide programmes for OLA members.
- Recommend projects to benefit from the OLA Mentoring Fund.
- Develop and maintain an ongoing Mentoring Community of Practice.

Deliverables:

1. Create an annual workplan.
2. Recruit and develop a pool of volunteers able to provide mentoring and career planning support.
3. Coordinate an ongoing MentorMatch program to offer formal mentorship matches.
4. Plan for and manage Super Conference activities, such as the Career Centre and mentoring-themed conference sessions.
5. Develop and deliver ongoing physical/virtual mentoring and Career Centre support resources, and services.
6. Partner with other OLA Committees/Task Forces, external organizations where relevant (e.g. Indigenous Task Force, Education Institute, Ontario Library Service).
7. Support library education programs with career and mentoring tools, services, and resources.
8. Provide annual report and evaluation of committee services to OLA Board.

Composition:

1. The committee structure consists of 2 tiers:

Committee of the Whole: Governance representatives tier + Program Sub-Committee representatives tier = 25 members. The whole committee meets up to three times annually.

Program Subcommittee: Core representatives = 18

The program sub-committee meets a further 4-6 times a year to deliver mentoring programs as planned by the Committee of the Whole.

2. Description of Composition:

- Governance representatives (7):
 - **One council member** from each of the OLA Divisional councils
- Program Sub-Committee (18):
 - **Chair (1):** formerly vice-chair
 - **Vice-Chair (1):** appointed by the OLA Board
 - **Past Chair (1)**
 - **Members at large (8-12)**
 - **Student representatives (2)**
 - **Ex-officio representatives (2):**
 - OLA Executive Director
 - Member Engagement Officer

Committee responsibilities:

Governance representatives:

- Oversight and recommendations for the annual work plan.
- Providing advice and support for the mentoring core representatives.
- Reporting to the OLA Board and Divisional Councils on OLA mentoring initiatives and issues and eliciting support and ideas.
- Participating as a mentor in the MentorMatch program (one round annually at minimum).
- Optional: participate on one or more program delivery groups, e.g. Career Centre, etc.

Program Sub-Committee:

- Mentoring program delivery.

Ex-officio representatives:

- OLA staff support to committee

All committee members should be active participants in Mentoring Committee programs. Examples include volunteering as a mentor for MentorMatch, contributing to virtual presentations, or volunteering at the OLA Super Conference Career Centre or conference workshop.

Resources and budget:

- Honorarium or speaker fees for programming.
- Expenses (food and travel) for onsite meetings and/or external presentations (for example, library schools).
- Videoconferencing.
- Promotional materials.
- Staff support for meeting arrangements, communications, web page updates, etc.

Timelines:

Meetings:

- The full committee will meet up to 3 times per year.
- The OLA Mentoring committee Program Sub-Committee will meet a further 4 - 6 times per year. Governance committee members are welcome to attend these meetings, but are not required for purposes of quorum.
- Agendas for each meeting will be prepared and distributed by the Chair.
- Meeting Minutes will be posted: <https://olamentoring.wordpress.com/mentoring-committee/>.

Budget and Reports:

- Committee draft budgets based on priorities and initiatives are submitted by end of June annually (OLA fiscal year is September - August).
- Committee provides report to OLA Board at a minimum 2 times a year (Fall/Spring)
- Council members will keep their Divisions updated on Mentoring Committee activities and needs via a standing item on their council meeting agendas.

Committee Member Recruitment Process:

The recruitment of members is an open process that results in a committee representing diversity of lived and professional experience and inclusiveness. Interested volunteers will apply via the [OLA website](#).

The Vice-Chair recruitment process is the responsibility of the OLA Board.

Term of Appointment:

Member terms overlap to ensure knowledge transfer and consistency.

- Chair: 3 years (includes 1 year each as Vice-Chair, Chair, and Past-Chair)
- Council Members: 2 years, option to renew 1 year
- Members at large: 2 years
- Students: 1 year

Type of Committee:

- Standing Committee** (responsible for a specific program or function)
- Task Forces** (time-limited tasks on a specific topic)
- Action Groups** (development of a limited program or activity)