The Canadian Association of Journalists
L'Association Canadienne des Journalistes

TERMS OF REFERENCE

Mentorship Subcommittee

Policy intent
This policy defines the roles and objectives of the Mentorship Subcommittee, in conjunction with the stipulations set forth in the *Committee Governance Policy*.

Policy responsibility
CAJ Board

Policy

1. **Role**
   - 1.1. The subcommittee is a standing subcommittee formed by the CAJ board, in conjunction with the needs of the professional development committee, that oversees the planning, development and execution of the mentorship program, subject to final approval by the board.
   - 1.2. The subcommittee will strive to facilitate its activities in a way that ensures that funds allocated in the budget are used to the maximum benefit of CAJ members.
2. **Authority**
   - 2.1. The mentorship subcommittee is a standing subcommittee of the professional development committee, with authority to:
     - 2.1.1. request information from any source that the subcommittee deems appropriate in the support of their roles and responsibilities; such requests, as appropriate, can be forwarded by the chair of the subcommittee to the operations manager, who will determine the best way to obtain the required information;
     - 2.1.2. request funds from the board to support the activities of the committee, by preparing a budget, and utilize any granted funds in the manner outlined in the request; and
     - 2.1.3. make recommendations regarding the mentorship initiatives to the CAJ board, with input and consultation from the professional development committee, executive or others, as deemed appropriate.
3. **Responsibilities & Objectives**
   - 3.1. Oversee the implementation of the mentorship aspects of the CAJ's strategic plan.
   - 3.2. Oversee the execution and delivery of the mentorship program.
   - 3.3. Maintain positive relationships and necessary interactions with industry stakeholders.

3.4. Create all communication pieces needed for all programs, projects or other necessary messaging and provide these to the communications committee for dissemination.
3.5. Committee members must reply to requests from the subcommittee chair within three days.

4. Membership

4.1. The subcommittee shall be comprised of the following:
4.1.1. a minimum of three board members (one of who will become chair) and a maximum of five board members as voted on by the board;
4.1.2. a CAJ staff person, ex-officio, non-voting;
4.1.3. an unlimited number of non-voting members at large, whose role on the committee is governed by the *Responsibilities of Members on Committees Policy*.
4.2. The chair shall liaise directly with the operations manager as appropriate for the needs of the subcommittee.

5. Meetings

5.1. The subcommittee shall meet quarterly during non-busy periods, and on a monthly basis, during busy periods, by video conference.

6. Reporting

6.1. The subcommittee chair shall provide a written report of the subcommittee activities to the professional development committee chair and board for each board meeting.
6.2. Each report shall include:
6.2.1. information about all meetings held since the last report (including a list of attendees of the meetings, as well as topics discussed at the meetings);
6.2.2. a list of each work item the subcommittee addressed, and the details of the subcommittee's contribution; and
6.2.3. details of any motions made or recommendations being brought forward by the subcommittee.

Related References, Policies, Procedures and Forms:
This Policy References:
Committee Governance Policy
Responsibilities of Members on Committees Policy
This Policy is Referenced by:
None
Forms and documents:
None
Policy History:
Original Approval Date: Sep 10, 2023
Last Review Date: Dec 10, 2023 [updated to reflect change from subcommittee of membership committee to subcommittee of professional development committee]
Review by Date: Oct 2025