

**HCMPP Executive Leadership Team Position Descriptions:**

We value cooperation among the ELT and emphasize that these roles are collaborative.

**Co-Presidents** (~8 hours per month)

The two Co-Presidents collaborate to shape the student Mentoring Pod Program experience, guiding the long-term vision for the program. Responsibilities include leading the Executive Leadership Team meetings, organizing the pod receptions at the start and end of the academic year, coordinating with the Graduate Mentor Fellows and ELT members regarding the topics and activities for events and workshops, communicating the expectations and responsibilities of pod membership, proposing strategies and language for recruiting new HCMPP members (both graduate and undergraduate), and managing the new leadership application process each academic year. The Co-Presidents are also required to hold check-in meetings with Dean Rydel to discuss updates, issues, and status of the program.

**Executive Board Members** (~6 hours per month)

The Executive Board Members work directly with the Co-Presidents to develop topics and activities for HCMPP events and workshops, support programming and communication efforts of the ELT and Pod Mentors, propose strategies and implement the program's recruitment efforts for both graduate and undergraduate members, and assist other ELT members when necessary. This position is for one academic year (reapplication is allowed).

**Secretary** (~6 hours per month)

The Secretary provides support for the Executive Leadership team and the Mentoring Pod Program at large. Responsibilities include working with the Co-Presidents to plan and schedule the calendar of events, sending emails and monitoring the HCMPP email account, implementing assessment strategies to improve HCMPP, and recording the Executive Leadership Team meeting minutes. The Secretary is also responsible for archiving documents, surveys, email templates, and photos to preserve institutional memory. This position is for one academic year (reapplication is allowed).

**Marketing Chair** (~6 hours per month)

The Marketing Chair is responsible for managing the program branding and language to best communicate the program's mission and vision, working in collaboration with the professional staff members of the HC Marketing and Communications Team. This position will serve as a liaison to the Graduate Mentor Fellows and undergraduate pod members to capture pod experiences, professional connections, site visits, and general mentorship stories, and to share these experiences with the rest of HCMPP and the Honors College at large. The Coordinator of Design & Marketing will create all graphics and marketing materials for events and recruitment, working directly with the Executive Leadership Team members. This position is for one academic year (reapplication is allowed).