

SOP No.	MP-01.04	Supersedes SOP No.	MP-01.03	Effective Date	24 August 2023		
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Mission, Responsibilities and Operating Procedures of the Mentoring Program Committee

1. Significant Change(s) from Previous Version

Standards were identified for Committee participation and decision-making, language was simplified, and references to an SOP that is no longer relevant to this Committee were removed.

2. Purpose

This SOP defines the processes for management and oversight of the Mentoring Program by the Mentoring Program Committee.

The Committee provides opportunities for career development through the administration of a Mentoring Program for SQA members.

The SQA Mentoring Program imparts an enriching experience to Mentees by providing a basis to interact with successful experts, receive personalized feedback and encouragement, and acquire new technical knowledge and skills. It is intended that Mentors will gain opportunities to augment mentoring skills, obtain new technical information, increase their professional networks, and gain recognition as subject matter experts in their given fields. Peer Partners will have the opportunity to network with other experienced Quality Assurance professionals through a one-on-one parallel exchange of information.

3. Scope

This SOP applies to:

- Board of Directors
- Mentoring Program Committee
- Board Liaison
- SQA Headquarters

4. Responsibilities

- 4.1 The Board of Directors (Board) is responsible for approving a Mentoring Program Committee Chair and a Board Liaison (BL), in accordance with BD-02.xx.
- 4.2 The Mentoring Program Committee (Committee) is responsible for assigning mentoring partnerships and monitoring Program process (as specified in MP-02.xx), evaluating the Mentoring Program on an ongoing basis, and providing reports to the Board.
- 4.3 The Board Liaison is responsible for providing an effective and efficient communication link between the Committee and the Board.
- 4.4 SQA Headquarters (HQ) is responsible for informing the Committee of required timelines and due dates for reports and other internal publications, posting information to the Committee's web page and assisting with web-based data and form management.

5. Procedures

- 5.1 Committee Membership
 - 5.1.1 The Board shall approve a Committee Chair. This is generally accomplished via the Board's approval of a recommended individual. An individual shall serve as Chair for no more than three consecutive years.
 - 5.1.2 The Chair may designate a Vice-Chair, if desired. The Board shall approve this designation.
 - 5.1.3 The Committee shall consist of volunteers from the SQA member community. Specialty Sections and SQA Committees may be invited to nominate individuals to ensure that a broad selection of backgrounds and interests is represented. Committee members are expected to participate, via meeting attendance or email input, in at least two matching sessions per year in order to remain members. Committee members shall be added or replaced as necessary.
 - 5.1.4 There is no defined service period for Committee membership.
- 5.2 Meetings
 - 5.2.1 The Committee shall meet quarterly, at a minimum. A quorum for decision-making shall be defined as five Committee members. Minutes shall be recorded for each meeting and submitted to HQ for posting on the

Committee's web page.

5.3 Other Activities

5.3.1 The Committee shall establish a list of short-term objectives for each calendar year and additional long-term objectives. The objectives shall be linked to the SQA Strategic Plan and included in the semi-annual and annual reports to the Board.

5.3.2 The Committee may write articles about its activities for the SQA Newsletter, *Quality Matters*.

5.3.3 The Committee may recognize a career commitment to mentoring quality assurance professionals through the annual awarding of the SQA Distinguished Mentor Award. The award process shall follow the guidelines provided in SOP EM-05.xx, Evaluation of Candidates for Awards, with the following differences: (1) The Committee and HQ shall be responsible for carrying out the procedures relevant to this award (not the EMCC or the Board). (2) A Mentor shall not be eligible to receive the Distinguished Mentor Award two years in a row (but may receive the award more than once).

5.4 Control of Program Forms and Guidance Documents

5.4.1 All Program forms and guidance documents generated by the Committee and distributed to Program participants will be version-controlled.

6. Other Documents to Consider

- BD-02.xx
- MP-02.xx
- EM-05.xx

SOP Reviewed by:

Signature on File

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24 August 2023

Date

SOP Approved by:

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Hector R. Gamboa, RQAP-GLP
SQA Board Liaison

24 August 2023

Date