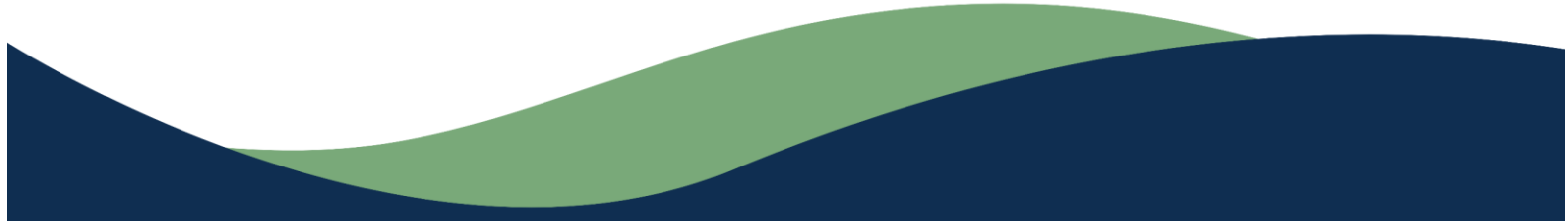




HAPPEN

Hawaiians, Asians, & Pacific Islanders Promoting an Empowerment Network

Washington's Native Hawaiian, Asian, and Pacific Islander Business Resource Group



Mentorship Committee Lead

Estimated Number of Hours of Work Each Week: 2-3 hours

Term*: Two years

Position Objective: This position acts as a committee leader, working in a collaborative partnership with other elected officers and committee leads to advance HAPPEN's chartered purpose and goals. Participation and work can be completed virtually; no in-person attendance is required.

Role:

- Maintains a list of potential or current mentees and mentors.
- Creates mentorship application and matches members.
- Solicits committee team members to develop events and training opportunities.
- Creates mentorship toolkits for mentors and mentees.
- Proactively follows up with mentors and mentees to encourage growth and development.
- Facilitate regular committee meetings, including setting goals, agendas, action items, etc.
- Advocate for and on behalf of HAPPEN membership and their communities.
- Participate in the decision-making process regarding when and how to share information and support issues.
- Delegate work and oversee the timely completion of deliverables.
- Elevate complex and/or controversial issues to the Executive Sponsor and the Office of Financial Management.
- Provide information to Co-Chairs on committee activities to be included in the annual report.

- Assist in making decisions on relevant content and identifying and vetting speakers.
- Be on an antiracist journey and model this behavior for membership.
- Serve on the Executive Committee.

Tools and Resources: The person is expected to coordinate with their agency's leadership for the flexibility to do this work during their work time. If the position is overtime eligible, the person will need to create an agreement with their supervisor to ensure this work does not result in unauthorized overtime. The details of that agreement may differ based on agency and specific job duties. The person will be allowed to use their agency computer and other resources for this work, as appropriate and as required.

Enterprise Diversity, Equity, and Inclusion Competencies:

- Commitment to a Respectful Workplace – Willing to be exposed to, know and understand the language and concepts of diversity, equity, and inclusion and be committed to being part of creating, maintaining, and improving a diverse, equitable, respectful, and inclusive workforce.
- Self-Awareness – Engages in self-reflection, lifelong learning, and growth.
- Cultivates Mutually Beneficial and Trusting Strategic Partnerships – Conducts self in a manner that builds trust, enhances work relationships, and meaningfully partners and engages with those they serve and serve.
- Inclusive Excellence and Allyship – Demonstrate that all people are valued and engaged as members of the group, team, organization, or community through equitable, inclusive, and respectful behavior.
- Measuring for Success and Improvement – Develop, implement, evaluate, and continually improve strategies that promote equity and inclusion.

*Terms: *From Bylaws Article V(B)(6): "All nominees acknowledge that terms are two years, but may voluntarily choose to run for a one-year term upon accepting a nomination." Per *Inaugural Elections Process (September 2022)*, all positions will be in place by default until June 30, 2024. If any nominee chooses to end their term on June 30, 2023, they should indicate this preference during the nomination process.