



# Mandate Letter 2022

## Mentorship

May 4<sup>th</sup>, 2022

**Attn. Cecilia Otero, Director of Mentorship**

Dear Cecilia,

Thank you for agreeing to serve Hispanotech's Members as Director in charge of the Mentorship Committee for the 2022-23 period that started on May 4<sup>th</sup> 2022 and runs until our next Annual General Meeting in 2023.

Hispanotech aims to be Canada's leading association of professional immigrants, with the mission of helping Latin American professionals enter the Canadian job market, succeed in their careers, and give back to the community.

Being a Hispanotech Director is a privilege that entails several **responsibilities**, such as:

- Providing direction to the association as it pertains to your Committee's objectives.
- Making sure you have enough Volunteers in your team to fulfill the expectations outlined in this Letter.
- Providing guidance to your team to perform their functions effectively and efficiently.
- Being responsive and proactively engaged in the affairs of the association, including:
  - Reviewing your Hispanotech.ca mailbox at least twice a week
  - Preparing for and participating in all Board Meetings
  - Making an effort to attend events we organize or sponsor
- Ensuring the operational continuity of your Committee and the association, by identifying and grooming your potential replacements, and making sure processes and procedures are documented and followed.
- Cooperating with the other Directors and Committees to fully leverage our capabilities and deliver a seamless experience for our Members.
- Immediately escalating to the Board of Directors any issues you become aware of that may have a negative impact on the association.
- Notifying the Board as early as possible if you feel you are, or will be, no longer able to effectively discharge your duties.

The **overall objectives** of the Committee you direct are to:

- Plan and execute Hispanotech's Mentorship Program(s).
- Respond to all Mentorship Program inquiries within 72 hours.
- Manage and grow our pool of Mentors, recognize their contribution, and encourage retention.
- Identify, measure, and publish relevant metrics that reflect the growth and impact of the program.

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Your additional **specific goals for 2022** are as follows:

- Assess the capabilities of the Mentornity software platform and how they can be leveraged for our current and future Mentorship offerings.
- Adapt, plan, and execute our 2022 structured Mentorship Program using the new platform.
- Create a Mentorship Program Operations Manual.

Please sign below to indicate your understanding and acceptance of this Mandate Letter, or immediately communicate any questions or issues to Hispanotech's President and/or Secretary.

Thanks again for your commitment to help further Hispanotech's mission.

Best regards,

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*Carlos Paz-Soldan, MBA*  
*President*  
*Hispanotech.ca*

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*Cecilia Otero*  
*Director, Mentorship Program*  
*Hispanotech.ca*