



ANZSRS

Australian and New Zealand Society of Respiratory Science Ltd
www.anzsrs.org.au

Mentor Program Co-Ordinator Position Description

Background Information

The Mentor program was established in 2015 by Margaret McElrea and Leanne Rodwell. The ANZSRS membership includes a range of experience levels, from recent graduates to highly experienced senior staff. The mentor programme was established to foster relationships within the ANZSRS community, to build and empower our members through skill and knowledge sharing.

Aims of the Program:

- To foster collaboration within the ANZSRS community and enhance the professional abilities of the Mentee and Mentor
- To aid the Mentee's career development
- To enable the Mentee to network and learn from an interested professional
- To provide professional support to Mentees working in isolation
- To invest in the future of the profession and society

Areas of Mentoring include:

- Research
- Clinical Practice
- Accreditation
- Laboratory Management and Leadership
- CRFS support

The role of the Mentor Program Co-ordinator is to:

- Consciously connect interested mentees with appropriate mentors
 - Considerations include geographical location, learning/expert interests and personalities
- Facilitate and foster regular interchange of information between mentor/mentee pairs.
- Assist with the establishment of the specific terms of the relationship (i.e. fixed term partnership, meeting schedules, method of communication)
- Maintain relevant and accurate records of:
 - Participants of the program including contact details and mentor/mentee interests
 - Annual feedback questionnaires from program participants
- Promote the program to members by providing content for the website and regional chairs to disperse
- Convey feedback from the program to the Board
- Provide an annual report of the program to the Board, via the Communications portfolio director. Report to be published in the ANZSRS annual report.



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Specific Requirements

The Mentor Program Co-ordinator must:

- Be aligned with the Company vision and support its aims.
- Be committed to actively participate in the functioning of the program, including liaising with new and existing mentors and mentees

Term and Governance

The tenure will be for three years to provide continuity of the program. The Mentor Program Co-ordinator reports to the ANZSRS Board via the Board member responsible for the Communications Portfolio.

Desirable Attributes

- Highly motivated
- Excellent communication skills
- Attention to detail
- Able to work independently as well as part of a team

Time

In order to successfully carry out this co-ordinator role, a time allocation of approximately 1 hour per week is required.

Resources

The successful applicant will be allocated an ANZSRS Office 365 account and will have access to the mentor@anzsrs.org.au mailbox.