



CAPC Orientation Mentor Job Description

Thank you for agreeing to be a mentor! The Child Abuse Prevention Council Membership Committee assigns a mentor to every new Community Advisory and Voting Member. Mentors provide support and information to help the new member feel welcome and understand how the Council works. Mentors should plan to assist the new member for approximately six months.

Here's how you can help:

- Contact your mentee and welcome him/her to the Council.
- Set up a time to meet with your mentee (coffee, lunch, or after a CAPC meeting work well).
- Review the orientation materials and membership requirements.
- Discuss the committee structure and help him/her select a committee.
- Encourage your mentee to become familiar with the CAPC website (capcsc.org), particularly the "About Us" section.
- At or before their first Council Meeting, provide information about:
 - Parking
 - Obtaining a parking sticker
 - Where to sit
 - Bathrooms
 - Handouts
 - Sign-in/out procedures with the Clerk
 - How to use the microphone
- Introduce your mentee to other members, the Council Chair, Officers, the Clerk, and the CAPC Coordinator.
- Continue to reach out to your mentee during the first year and be available to answer questions or discuss concerns.

If you have questions, please don't hesitate to contact a member of the Membership Committee or the CAPC Coordinator.