



## Mentoring Committee Charter

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### About this Document

This organizational charter serves to establish the purpose, objectives and agreement of the NCCSD Mentoring Committee regarding membership, responsibilities, meetings, communications and other related matters.

### Context

Since approximately 2013, NCCSD has maintained a Mentoring Committee, initially created by a small number of state IV-D Directors who were new in their roles and eager to learn, build trust and overcome challenges. The Committee has become an essential part of the National Council for Child Support Directors, as Directors continuously face new challenges, evolutions in human services and technological systems, and complexities in state and federal policies, laws and rules. Over the years, Directors have repeatedly expressed the importance of having reliable exchanges and information sharing with other Directors to promote and accelerate professional development and leadership skills for the Directors' unique role and responsibilities within the Child Support Program.

### Committee Vision, Purpose and Objectives

The vision of the Committee is that all state IV-D Directors feel welcome and supported by their peers in a culture where learning is a constant and achieved more easily.

The purpose of the Committee is to provide professional support to state IV-D Directors and strengthen the National Council to ensure positive outcomes for families served by the Child Support Program.

Primary objectives are to:

1. Share knowledge, experience and expertise among state IV-D Directors; and
2. Maintain a culture of support, reliability and trust among all state IV-D Directors; and
3. Overcome challenges in meeting Child Support Program objectives.

### Strategies and Activities

- Support state IV-D Directors, specifically targeting newer Directors (known as "Newbies")
  - Conduct outreach and welcoming communications to new state IV-D Directors on behalf of the National Council
  - Facilitate monthly voluntary Call-in meetings for Newbies
  - Solicit agenda items each month from all members of the Newbie Group
  - Seek new trends and experiences of any state or territory that should be shared with others
  - Share documentation and materials provided by Directors during Newbie calls with all Newbie members
  - Promote the Newbie group and recruit new and not-so-new Directors to join regularly
- Develop a Mentoring program for newer state IV-D Directors
  - Identify the key knowledge and information that all Directors should have in common;

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- Identify knowledge-base and needs of each new state IV-D Director, based on their experience in the Program (promoted up the ranks vs. newly hired to the Program)
- Develop recommendations for learning sessions/training for each new state IV-D Director
- Connect not-so-new Directors with new Directors to enable mentor/mentee relationship
- Develop a feedback loop for continuous improvement

## Membership

Members represent the Child Support Program from different states and territories and have broad experience and expertise. Only state and territory IV-D Directors who serve in the National Council may qualify to serve on the Mentoring Committee. Membership is voluntary, but strongly encouraged. Membership may change to ensure continued representation and diversity from across the country. Current membership is listed in Table 1 below. The Committee Chair is appointed by the National Council President.

Members are responsible for identifying the vision, purpose(s) and objectives of the Committee, and for developing and implementing activities that support Committee objectives, and for the dissemination of any relative information to the National Council Executive Committee and other Council members as applicable.

Table 1

Committee Members	State or Territory
Kristie Arneson	Wyoming
Larry Desbien	Colorado
Chad Dexter	Montana
Karen Hebert, Chair	New Hampshire
Eileen Stack	New York

## Mentoring Committee Meetings

Meetings are structured by conference call and conducted quarterly. Special meetings may be scheduled when deemed necessary. Business may be conducted via e-mail. Agendas will be tailored to reflect the interest and requirements of members, and to support the Council and Mentoring Committee objectives.

### Possible Recurring Agenda Topics

- Trends or experiences in any state or territory that may influence or impact others or the CS Program
- Helpful reminders for all Directors
- Recommendations for training or learning that requires OCSE or other partner involvement
- Requests from other NCCSD Committees on trending issues or developments to inform Directors

## Decision-Making Process

All decisions and recommendations will be accomplished in alignment with the NCCSD mission and Mentoring Committee mission. Decisions will be determined first by consensus. If consensus cannot be reached, the Committee Chair will use the input from the decision-making process to make the decision. The Committee acknowledges that circumstances outside the awareness of members could alter a decision or recommendation once it is communicated to the President or Executive Committee.

Decisions require a quorum. For the purposes of this Committee, a quorum is considered a simple majority of members who are present, including the Chair. Members expecting to be absent will make every effort to provide information to the committee in advance of the meeting that may benefit decision-making.

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## Documentation

Documentation gathered or created as the result of activities will be stored in the designated NCCSD webpages. Instructions for accessing the documentation will be provided to Members.

Meeting agendas and any materials will be finalized in advance of each meeting. The meetings will be documented in a summary format and distributed and/or placed in the NCCSD webpages.