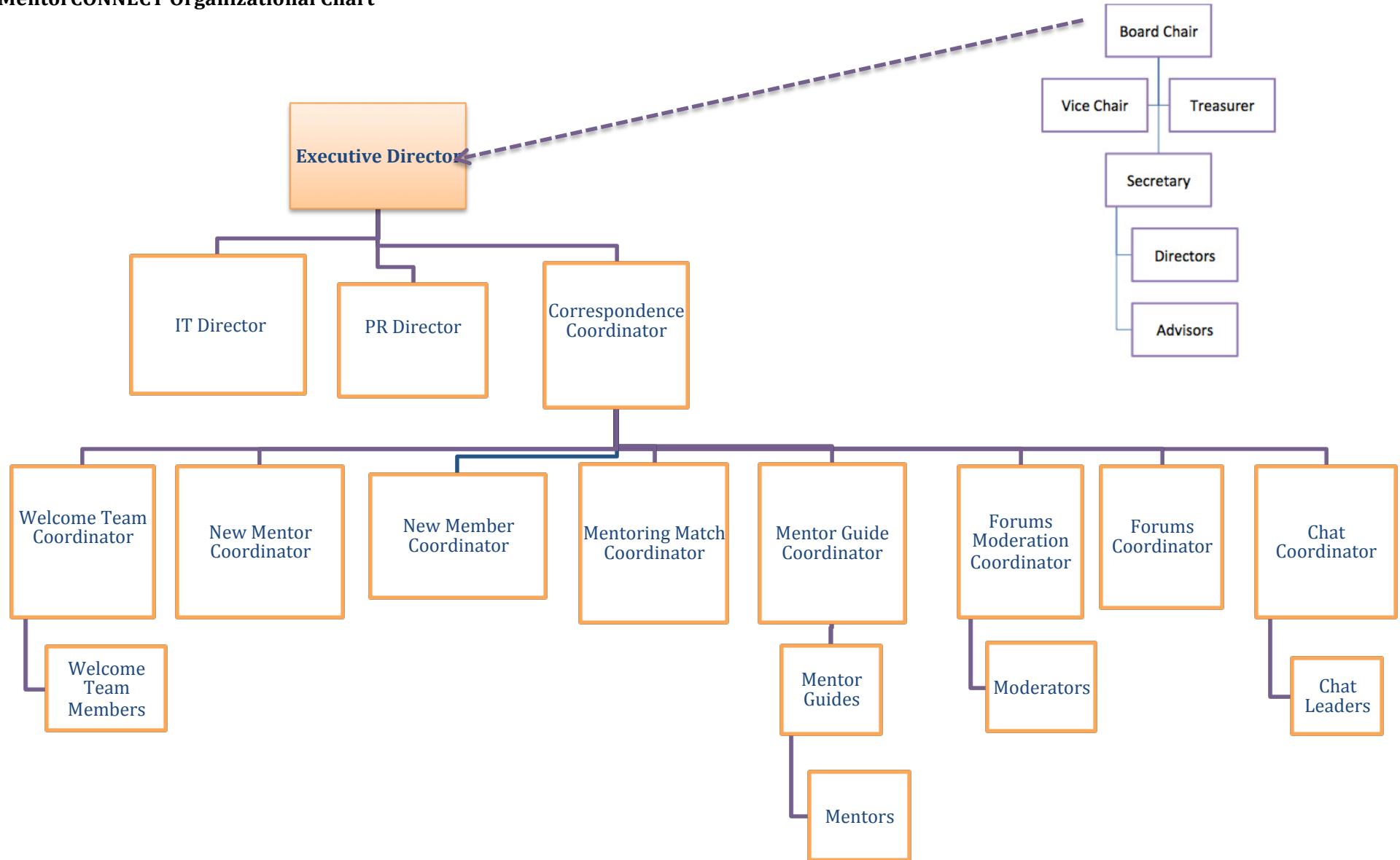


MentorCONNECT Organizational Chart



MentorCONNECT Organizational Chart

LEADERSHIP – BOARD SIDE

Board Chair

Role: Receives correspondence related to board business.

Delivery: Direct email and/or routed through Correspondence Coordinator

Vice Chair

Role: Receives correspondence related to board business.

Delivery: Direct email and/or routed through Correspondence Coordinator

Secretary

Role: Receives correspondence related to board meeting minutes and board book.

Delivery: Direct email and/or routed through Correspondence Coordinator

Treasurer

Role: Receives correspondence related to board budget and financials.

Delivery: Direct email and/or routed through Correspondence Coordinator

Directors

Role: Receives correspondence related to board business.

Delivery: Direct email and/or routed through Correspondence Coordinator

MentorCONNECT Organizational Chart

LEADERSHIP – STAFF SIDE, pg1

Executive Director

Role: Receives correspondence related to organization operations.

Delivery: Direct email and/or routed through Correspondence Coordinator

IT Director

Role: Receives all IT-related correspondence.

Delivery: Routed through Correspondence Coordinator

Correspondence Coordinator

Role: Receives all general email and routes it to the appropriate leaders.

Delivery: MC Contact Form

New Member Coordinator

Role: Receives new general support and mentee level membership applications.

Delivery: Routed through Correspondence Coordinator

Mentoring Match Coordinator

Role: Receives all match requests.

Delivery: MentorMatch Request Form

New Mentor Coordinators

Role: Receives new mentor/mentor upgrade membership applications and conducts interviews.

Delivery: Routed through Correspondence Coordinator

MentorCONNECT Organizational Chart

LEADERSHIP – STAFF SIDE, pg2

Mentor Guide Coordinator

Role: Receives all communication relating to the Mentor Guide program.

Delivery: Routed through Correspondence Coordinator

Chat Coordinator

Role: Receives all communication relating to Monday night chat support group meetings.

Delivery: Routed through Correspondence Coordinator

Forums Coordinator / Forums Moderation Coordinator

Role: Receives all communication relating to Forums content and Forums administration.

Delivery: Routed through Correspondence Coordinator

Welcome Team Coordinator

Role: Receives all communication relating to the Forums Welcome Team

Delivery: Routed through Correspondence Coordinator