



Sample Mentor Committee Meeting Agenda

Below is a sample agenda for what the first meeting of the Mentor Committee should look like after new mentors have joined, or after any mentors have graduated and mentor assignments need to be revisited. Every committee meeting should include a professional development or skill building opportunity for mentors, along with a review of any positives or concerns for chapter members.

Mentor Committee Meeting Agenda

Month Day, Year
Location

1. Meeting Called to order at [HH:MM AM/PM]
2. Attendance / Roll Call
3. Professional Development Lesson / Skill Building Opportunity
4. Mentor Program Manager Report
 - a. Welcome of newly trained mentors
 - b. Check-In Meeting Report Updates
 - c. Review of New Group Mentor Assignments
 - d. Calendar of professional development events for continued learning.
5. Committee Member Reports
6. Advisor Report
7. General Announcements
8. Meeting Adjourned at [HH:MM AM/PM]