

2025 PVW MENTOR COORDINATOR DESCRIPTION

Average hours/month: Nov/Dec – 4 hours total

- Receive list of new members from membership chairs every November
- Email all members requesting volunteers to be a mentor
- Match new members with mentees using residences and other information such as personal contact with other PVW members
- Prepare chart of member/mentee matches, name, address, contact information
- Notify mentors/mentees of matches – send chart
- Advise mentors to meet with mentees as soon as possible and welcome them to PVW
- Ask mentors to guide their mentees through the PVW website and explain where to find:
 - PVW Newsletters
 - Exhibit Guidelines for participating in PVW shows and exhibitions and explain the importance of adhering to those guidelines
 - The Members Only Section by logging in where they can:
 - set up their username/password and profile with Kat Jamieson's assistance
 - register for exhibitions, workshops and the annual luncheon
 - pay dues
 - access the directory of members
 - access list of Executive Board and Committee members
 - explain how to use the two PVW email groups
- Ask mentors to encourage their mentees to attend the annual luncheon and fall meeting
- Ask mentors to encourage their mentees to participate in exhibitions and shows
- Ask mentors to encourage mentees to volunteer
- Ask mentors to communicate with their mentees throughout the year, quarterly would be ideal