



PASS REGIONAL MENTOR PROGRAM

Ideal Regional Mentor Profile & Eligibility Requirements

- Active PASS membership
- Minimum of three-year involvement with the PASS Community
- Proven leadership within the PASS Community (i.e. Local Group Leader, Virtual Group Leader, SQLSaturday Organizer)
- Dedicated to the PASS community and a passionate volunteer
- Demonstrated efforts to mentor and encourage development of leaders, and the involvement of PASS members
- Well-connected and informed of PASS activity in the local and regional community
- Must reside in the region of representation (*Note: In the case where an active Regional Mentor moves to a different PASS Region during their term, they must inform PASS HQ. The decision as to whether to add an additional Regional Mentor to their new location will be determined collectively between the PASS Board Directors-at-Large, co-Regional Mentors (where applicable), and the PASS HQ Community Manager. The vacant position in their initial PASS Region will be filled accordingly.*)
- Must not be currently employed by Microsoft
- Must be a positive and trustworthy ambassador for PASS
- Must maintain regular and respectful communication with PASS HQ, including responsiveness to emails and requests and monthly reporting
- Must have excellent communication and organizational skills. Ability to clearly and concisely communicate ideas, concerns, or objections in both writing and in person
- Must be fluent in English – both written and spoken
- Respectable social media presence (if applicable)

Nomination & Selection, Term Duration

- Any individual may nominate themselves for an open Regional Mentor position using the online submission form
 - Nominees must include a minimum of two PASS Community Leaders to support their nominations (act as references)
- The PASS Community Manager reviews submissions and presents a list of eligible candidates to the current PASS Board Directors-at-Large to make the decision.

- The PASS Board Directors-at-Large make the decision based on a vote.
- Selected Regional Mentors will be required to sign a PASS Regional Mentor Agreement.
- The PASS Community Manager will have an on-boarding call with all new Regional Mentors, upon selection.
- The Regional Mentor term will be set for one year, at which time an evaluation will take place. Criteria for consideration will include: level of activity, feedback from the PASS Board Directors-at-Large, co-Regional Mentors (where applicable), PASS HQ Community Manager, and Community Leaders (survey). Any issues/concerns that arise during the year will be dealt with as needed.
- Regional Mentors can serve in their position for a maximum of three years, in order to encourage new leadership.
- The new Regional Mentor Program will come into effect on January 1, 2020.

Responsibilities

- Act as an ambassador for PASS (through online communication, social media, in-person events). Support and advocate for the mission of PASS.
- Provide direct feedback and collaborate on select communications/announcements (sent to Regional Mentors in advance of general community)
- Maintain position of trust and handle sensitive information responsibly (including reaching out directly to PASS HQ on potentially contentious issues before airing publicly)
- Provide suggestions and direction regarding new proposed Local Groups and SQLSaturdays
- Demonstrate an effort to enhance engagement within regional PASS community (encourage membership, meetings, events etc.)
- Act as point of contact for PASS Community Leaders in respective region to help provide advice, guidance, and mentorship
- Host a monthly one-hour call with Community Leaders in the region – open opportunity to check-in with the Regional Mentor and discuss anything.
- Attend in-person events (i.e Local Group meetings, SQLSaturdays) where possible (not required)
- Log activity in online forms (for in-person events and quarterly reports) for PASS HQ
- Deliver community feedback to PASS HQ
- Help facilitate sending giveaway items to SQLSaturday Organizers and Local Group Leaders
- Collaborate effectively with other co-Regional Mentors

Benefits & Resources

- Public profile for Regional Mentors on the PASS website
- PASS HQ to provide guidance on community building

PASS Regional Mentor Program Outline

- Opportunity to work with the PASS Board of Directors
 - Quarterly call with the PASS Directors-at-Large
- Opportunity to work with Microsoft and PASS Global Alliance Partners
- PASS HQ to provide relevant statistics and information on respective region
- PASS tablecloth (to be shared within region) and PASS polo shirt
- One complimentary 3-day registration to PASS Summit based on fiscal year budget approval. If approved, this complimentary registration is non-transferable.