1. Significant Change(s) from Previous Version

This is a new SOP.

2. Purpose

This SOP defines the processes for management and oversight of the Mentoring Program by the Mentoring Program Committee.

The Committee’s mission is to provide a valuable resource to SQA through the administration of a Mentoring Program for its members.

The vision of the program is to impart an enriching experience to mentees by providing a basis to interact with successful experts, receive personalized feedback and encouragement, and acquire new technical knowledge and skills.

It is intended that mentors will gain opportunities to augment mentoring skills, obtain new technical information, increase their professional networks, and gain recognition as subject matter experts in their given fields. Peer partners will have the opportunity to network with other experienced Quality Assurance professionals through a one-on-one parallel exchange of information.

3. Scope

This SOP applies to:
- Board of Directors
- Mentoring Program Committee
- Board Liaison
- SQA Headquarters
4. Responsibilities

4.1 The Board of Directors (Board) is responsible for appointing a Mentoring Program Committee Chair and a Board Liaison (BL), in accordance with BD-02.xx.

4.2 The Mentoring Program Committee (Committee) is responsible for assigning mentoring partnerships, monitoring program process, evaluating the Mentoring Program on an ongoing basis, and providing reports to the Board.

4.3 The Board Liaison is responsible for providing an effective and efficient communication link between the Committee and the Board.

4.4 SQA Headquarters (HQ) is responsible for informing the Committee of required timelines and due dates for reports and other internal publications, posting information to the Committee’s web page and assisting with web-based data and form management.

5. Procedures

5.1 Committee Membership

5.1.1 The Board shall appoint a Committee Chair. This is generally accomplished via the Board’s approval of a recommended individual.

5.1.2 The Chair may designate a Vice-Chair, if desired. The Board of Directors shall approve this designation.

5.1.3 The Committee shall consist of volunteers from the SQA member community. Specialty Sections and SQA Committees may be invited to nominate individuals to ensure that a broad selection of backgrounds and interests is represented.

5.1.4 The Board shall have final approval of Committee membership.

5.1.5 There is no defined service period. Committee members shall be added or replaced as necessary.

5.2 Meetings

5.2.1 The Committee will meet quarterly, at a minimum. Minutes will be recorded for each meeting and submitted to HQ for posting on the Committee’s web page.

5.2.2 Committee members are expected to attend an annual face-to-face meeting, scheduled to coincide with SQA’s Annual Meeting.
Other Activities

5.2.3 The Committee shall establish a list of short-term objectives for each calendar year and additional long-term objectives in a three-year plan. The objectives shall be linked to the SQA Strategic Plan and included in the semi-annual and annual reports to the Board.

5.2.4 The Committee shall write articles about its activities for the SQA Newsletter, Quality Matters, as specified in GA-05.xx.

5.2.5 The Committee shall designate a member to serve as the Web Communications Liaison. This member shall be responsible for the associated activities defined in GA-05.xx.

5.3 Control of Program Forms and Guidance Documents

5.3.1 All program forms and guidance documents generated by the Committee and distributed to program participants will be version-controlled.

6. Other Documents to Consider

- BD-02-07
- GA-03-04
- MP-01-02

SOP Reviewed by:

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<th>19 October 2009</th>
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<tbody>
<tr>
<td>Elliott Graham, RQAP-GLP</td>
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<tr>
<td>SQA Executive Director</td>
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SOP Approved by:

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<tr>
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<th>23 July 2009</th>
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<tbody>
<tr>
<td>Catherine Bens</td>
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<tr>
<td>SQA Board Liaison</td>
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