



# TORONTO COMMERCIAL REAL ESTATE WOMEN

## Mentorship Committee Mandate

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### 1. Role and Responsibilities

The Mentorship Committee (the "Committee") is dedicated to assisting young women in commercial real estate stay and succeed in the business of real estate. The Mentorship Program (the "Program") is designed to benefit these young women in ways that encourage them to continue to pursue a career in commercial real estate and assist them in fulfilling their professional goal. The Program allows Toronto CREW Members to act as Mentors for these women.

### 2. Reporting

The Committee will report to the Board of Directors (the "Board") of the Toronto Commercial Real Estate Women (the "Corporation"). The Board liaison will be the Director, Education and Professional Development. A monthly written update is to be provided for Board review and quarterly updates provided at the leadership meetings.

### 3. Composition of Committee

The Committee shall be comprised of a Chair or two co-Chairs and a Vice Chair or two co-Vice Chairs. The Chair(s)/Vice Chair(s) should actively encourage and recruit new Committee members. There is no limit on the number of Committee members. A larger Committee is beneficial so that Sub-Committees can help coordinate activities. Continuity and new ideas are equally important. Committee members can act as Mentors while they are on the Committee.

### 4. Logistics/Communication

- Create and keep the Committee team organized and focused
- Set meeting dates, agendas, and update Committee as required
- Distribute meeting agendas/minutes of meetings to Committee
- Coordinate updates/newsflashes for the Toronto CREW weekly emails and website. All material to be submitted in final draft format per applicable timelines.
- Report to the Board on Committee activities/updates as required
- Determine activities and create "To do" lists as required

### 5. Mandate

The Chair(s)/Vice Chair(s) should read and be familiar with the CREW Network Playbooks, specifically the Career Outreach Playbook.



- Recruit/screen Mentees who have a minimum of one year and maximum of five years full-time employment in the commercial real estate industry
- Recruit Toronto CREW members to volunteer as Mentors who have minimum of 10 years in the real estate industry (or a position of comparable responsibility)
- Ensure Ombudsman contract is renewed
- Organize training programs for Mentees and Mentors
- Arrange the "matching" of Mentors and Mentees
- Provide on-going support to Mentees and Mentors in the program
- Provide learning/social events for Mentors and Mentees to meet and network
- Conduct mid-year follow up with Mentees and Mentors on program progress and collect feedback.
- At the end of the program, coordinate with the Membership committee to encourage the Mentees to join Toronto CREW
- Send out "Thank You" recognition to the Mentors at the end of term

#### Creation and maintenance of budget

- Establish the expense budget
- Obtain budget approval from the Board
- Monitor and maintain the budget
- Approve all invoices, request payment through Toronto CREW

#### Liaise with other Committees

- Marketing and Communications Committee – re e-blasts, invitations, publicity, website, signage, etc. All material to be submitted in final draft format per applicable timelines.
- Membership Committee – re encouraging the Mentees to join Toronto CREW at the end of the program

### **6. Authority Level**

The Committee can change the training and Mentor/Mentee events that form part of the program subject to budgetary constraints. The Committee could seek Board input, through their liaison, on recruitment matters.