📄 BAA Programs & Mentorship Committee Standard Operating Procedure (SOP)

Version 1.0 | Approved by the Executive Board: *[Insert Date]*
Committee Chair: Vice President (or President's Designee)

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1. Purpose

The Programs & Mentorship Committee strengthens the relationship between Black students and Black alumni by planning, coordinating, and implementing BAA programming focused on: - Student support and belonging - Career and professional development - Alumni visibility and engagement - The BAA Student–Alumni Mentorship Program - High-value programming that reinforces the BAA's mission and goals

The committee is responsible for delivering consistent, realistic, volunteer-friendly programming that aligns with student needs, university partnerships, and the BAA's long-term strategic goals.

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2. Scope of Work

The Programs & Mentorship Committee is responsible for the following functions:

A. Student–Alumni Mentorship Program

- Manage annual recruitment of mentors and student participants.
- Coordinate orientation materials and program guidance.
- Monitor program participation and provide light-touch support.
- Collaborate with the Knowlton Center to ensure students receive high-quality career support.
- Maintain clear program documentation aligned with BAA strategic priorities.

B. Student-Facing Programs & Initiatives

- Oversee annual Care Package Drive (planning, fundraising coordination, logistics, and delivery).
- Develop events or touchpoints connecting students with alumni.
- Support BSU-aligned activities when appropriate.
- Identify opportunities for BAA presence at key campus moments.

C. Career, Internship, and Fellowship Support

- Collaborate with alumni to identify opportunities that support Black students.
- Coordinate BAA-sponsored professional development sessions.
- Maintain a list of alumni willing to offer job shadowing, résumé support, or informational interviews.

D. Program Planning & Execution

- Develop an annual program calendar.
- Coordinate logistics with the Communications Committee.
- Establish realistic program scopes based on volunteer capacity.
- Ensure all programs support the BAA vision and goals.

E. Partnership Coordination

- Maintain working relationships with the BSU, Knowlton Center, and key campus partners.
- Ensure alignment with university processes while preserving BAA autonomy.

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3. Committee Leadership & Team Roles

Committee Chair: Vice President (or President's Designee)

Responsible for: - Leading all program planning and oversight. - Ensuring Mentorship Program integrity and clarity. - Coordinating student engagement strategy. - Managing committee workflow and timelines. - Reporting updates to the Executive Board.

Committee Co-Chair (Optional)

Supports the Chair by: - Managing Asana tasks and deadlines. - Coordinating the logistics of the Care Package Drive. - Managing communications flow with student partners. - Supporting volunteer engagement.

Committee Members

Expected to: - Support program logistics. - Provide mentorship, guidance, or professional insight when requested. - Help with Care Package Drive preparation and delivery. - Take on micro-tasks (1–2 per month).

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4. Operating Principles

1. **Student-Centered Design:** All programs must support Black student success, belonging, and opportunity.
2. **Realistic Workload:** Programs should match the capacity of volunteers.

3. **High-Value, Low-Complexity:** Prioritize initiatives with meaningful student impact and manageable execution.
4. **Collaboration Over Duplication:** Work with campus partners to leverage existing resources.
5. **Visibility Matters:** Programs should strengthen the perceived value of Black alumni engagement.
6. **Documentation Always:** Every program must include documentation for continuity.

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5. Standard Workflows

5.1 Mentorship Program Workflow

1. Confirm annual structure and timeline (in partnership with Knowlton Center).
2. Launch recruitment for mentors and students.
3. Pair participants using student-provided preferences.
4. Provide orientation materials and expectations.
5. Conduct mid-year and end-of-year check-ins.
6. Document lessons learned and program improvements.

5.2 Care Package Drive Workflow

1. Confirm student count with campus partner.
2. Coordinate fundraising status with Finance Committee.
3. Purchase items and arrange assembly logistics.
4. Mobilize Columbus-area alumni for packing.
5. Coordinate on-campus pickup location and distribution.
6. Archive process notes for future years.

5.3 Event & Program Workflow

1. Identify program purpose and target audience.
2. Determine logistics (date, time, partners).
3. Draft program outline and confirm speakers/facilitators.
4. Coordinate promotion with Communications Committee.
5. Deliver program and capture attendance.
6. Conduct short debrief and documentation.

5.4 Partnership Coordination Workflow

1. Identify key campus contacts.

2. Establish communication channels.
3. Schedule occasional coordination meetings.
4. Document partnership agreements or expectations.
5. Provide updates to the Executive Board.

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6. Meeting Schedule

- Monthly (75 minutes) committee meeting.
- Additional meetings during Mentorship Program launch or Care Package Drive.

Standard Agenda: 1. Program calendar review 2. Mentorship Program updates 3. Care Package Drive planning 4. Student engagement updates 5. Asana task review 6. Documentation and archiving

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7. Decision-Making Protocol

- **Chair** leads program decisions and timelines.
- **Committee** offers input and support.
- **Executive Board** approves:
    - Major program changes
    - New initiatives requiring funding
    - Mentorship Program structural changes

No new program requiring financial or communications resources is official until approved by the Executive Board.

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8. Tools & Platforms

- **Google Drive:** Program documents, mentorship materials, event files.
- **Asana:** Task assignments and timelines.
- **Google Forms:** Mentor/student intake.
- **Zoom:** Virtual programming.
- **Mailchimp / Social Platforms:** Promotion through Communications Committee.

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9. Annual Deliverables

Required

- Annual Mentorship Program

- Care Package Drive
- At least 1–2 student-facing programs
- Annual program calendar
- Partnership updates to the Executive Board

Optional (as capacity grows)

- Professional development workshop series
- Internship or fellowship referral program
- Alumni–student networking reception

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10. Evaluation & Metrics

Light-touch indicators: - Participation levels (mentors, mentees, program attendees) - Quality of student feedback - Completion of annual deliverables - Execution success of Care Package Drive - Alignment of programs with BAA mission

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11. Document Control

SOP Version: 1.0
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Approved By: Executive Board
Next Review: 12 months from approval