

CHAPTER 13
MENTOR ADVISORY BOARD

[Prior to 7/17/96, see 435—Ch 6]

[Prior to 3/12/97, see 345—Ch 15]

877—13.1(84A) Purpose. The purpose of the mentor advisory board is to serve in an advisory capacity to the volunteer mentor coordinator and the volunteer mentor program administered by the department of workforce development.

877—13.2(84A) Duties. The mentor advisory board's duties include:

1. Promoting the volunteer mentor program throughout state government;
2. Assisting in the development of policies and procedures;
3. Recommending changes in the program model as necessary;
4. Assisting in the recruitment of mentors and participants; and
5. Providing written information on any related programs or state policies and procedures that would impact the volunteer mentor program.

877—13.3(84A) Membership. The mentor advisory board consists of 10 to 15 board members appointed by their respective department director or division administrator. The board members will serve two-year staggered terms and may be reappointed. The volunteer mentor coordinator and the board members or their designees will determine the number of departments represented. Vacancies will be filled through appointment by the appropriate department director or division administrator.

877—13.4(84A) Meetings. The board will meet at least quarterly. Additional board meetings will be held as deemed necessary by the volunteer mentor coordinator. There must be at least one-half of the existing membership plus one present to maintain a quorum for programmatic changes. If a board member cannot be in attendance, then a designee may be sent. If a board member has three unexcused absences from meetings and does not send a designee, the volunteer mentor coordinator will ask for clarification of this board member's participation.

These rules are intended to implement Iowa Code section 84A.6.

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