

## Program Coordinator Responsibility

- Create and submit Leadership Portfolio to Candidate
  - Portfolio Contains
    - Candidate/Faculty Liaison/Business Mentor & Coordinator contact information
    - Bio of Business Mentor
    - Goals Worksheet
    - Performance Plan
    - Contact information on all 2009-2011 Leadership Certificate candidates
    - Resource list (books/videos/programs on leadership & diversity)
    - Journal pages
    - Resource list on leadership & diversity (books/videos/programs/websites)
- Create & maintain file record for each candidate
- Meet with each candidate in the fall semester of their Junior year to review their Portfolio and Performance Plan (1 hour each), make suggestions and develop action plans.
- Be available to meet with candidate as needed to verify and initial Performance Plan when required competencies are met – as needed
- Send email updates to BOLD listserv & update website for leadership opportunities, seminars,
- Maintain contact with Faculty Liaison, Peer Mentor, Business Mentors and Candidate to address issues, concerns, problems
- Compile and review Leadership Portfolio for completion of Certificate competencies. Insert Leadership Certificate into Portfolio and return to student at the end of the Spring semester of senior year.
- Lead and monitor Pass it Forward project, all events, trips and workshops.