

Mentoring Program

Food Industry Association Executives

Introduction:

Food Industry Association Executives (FIAE) has two-tiered mentoring program for new executives of FIAE members and for member organizations that seek to change top management of their organization.

FIAE will ask individuals who have been active participants and supporters of FIAE to serve as mentors to the new members or executives. Many times these new companies or individuals do not know others in the food industry or the FIAE organization. They may have questions about association management issues or may not know about the many valuable resources available through FIAE, including who to call with questions. The new person may be uneasy about attending their first FIAE or other national organization's convention or conference. They need a place to turn to learn or ask questions about procedures or protocols.

Action Plan and Accompanying Time Line

State Associations seeking a new executive...

- Invite the entire membership to assist identifying and alerting the FIAE President of states making management changes.
- **The FIAE President will immediately** reach out to a board member/leader of the state, offering support in a variety of ways:
 - ✓ Assist the search committee with an RFP, review of respondents, interview questions;
 - ✓ Educate leaders on a variety of options in which association management responsibilities may be fulfilled (i.e. retaining an association management company, regionalization, merger with an allied association, etc.);
 - ✓ Offer to provide in person assistance at their search committee;
 - ✓ In person or other outreach with the new hire to provide assistance in leadership development. Should an association want the FIAE President, or other representatives, to participate in person, the travel costs incurred will be covered by that association.
- FIAE President will maintain contact with association leadership, if desired and as needed.
- FIAE President will inform Executive Committee of any activity.

New state executives hired...

- Invite the entire membership to help with notification of new executives retained by member organizations.
- New executive will be offered complimentary registration and lodging for his/her first FIAE convention.
- **Within one week of notification**, the FIAE President will call the new executive for general introduction and offer of assistance to include:
 - ✓ List of FIAE services and benefits;
 - ✓ Offer to assist with convention attendance, including using the professional development fund (scholarship monies) for travel and registration/hotel;
 - ✓ Changes to the membership directory; information on website and list server (and use of list server)
- The FIAE President will alert the membership of new executives, as well as contacts at the key national food associations (FMI, NGA, NACS).
- The FIAE President will immediately edit the directory and list server to replace the executive contact information.
- **Within two weeks of notification of new executive**, President will invite an appropriate mentor who would call the new person at least once a month for at least their first year on the job or as a new member of FIAE and just touch base with them. The goal is to build a friendship, become a resource the new person could turn to when a need arises, and introduce them at the Convention or other FIAE events. Mentors will be selected based on geographic region and previous position (i.e., former board member from a CPG, former state association executive, former retailer, etc.).
- Entire executive committee will reach out to new executive and welcome him/her to the FIAE family.
- FIAE President will stay in communication with the assigned mentor and the new executive to ensure contact is being maintained and continue to offer assistance as needed.
- FIAE President will report activity to the Executive Committee and/or Board of Directors.

Adopted by FIAE Board of Directors
September 26, 2018