1. ***Program Introduction***

The U.S. Women in Nuclear (WIN) GROW Committee has created a mentoring program within the U.S. WIN organization for those who wish to gain the benefits mentoring and being mentored can offer.

1. ***Vision Statement***

Provide knowledge and tools for mentees and mentors to be successful in leveraging relationships that foster career and personal growth for individuals in the nuclear energy and technology fields. Develop solid relationships, interpersonal skills and business knowledge to drive organizational effectiveness and efficiency.

* 1. ***GROW Program Goals***
1. Pair experienced nuclear professionals with less experienced nuclear professionals or students.
2. Share lessons learned, anecdotes, operational experience, etc. relating to time in industry or academia.
3. Set and complete goals using a tracking system for accountability and sharing purposes.
4. Collect actionable feedback from program participants and use lessons learned to enhance the program.

***2.01 Membership***

The 2023 program will be limited to 20 pairs of mentors and mentees, with representation across all U.S. regions and At-Large members.

***3.01 GROW Program Oversight***

1. The GROW program is overseen by the U.S. WIN Professional Development (PD) Committee.
2. GROW Committee Executive Sponsor(s) for the Steering Committee may report out progress on the monthly Steering Committee calls or other methods of communication.

***3.02 Nominations***

Nominations will be solicited from the U.S. WIN Regional Groups for mentors and mentees.

1. Each nominee will notify the GROW Committee of their interest for consideration to participate in the GROW program.
2. Nominees will provide a headshot, short biography, resume, list of personal interests, personal program goals, and available time commitment to the program.

***3.03 Pairing Criteria***

After mentor and mentee selection has occurred, the GROW Committee will conduct pairing based on the following criteria:

* Experience level
* Personal and Professional Interests
* Alma Matter (if applicable)
* Geographic location
* Available time commitment
* Goals and Aspirations

***3.04 Term of Program***

Preparatory work for the program will be completed by the GROW Committee prior to the annual U.S. WIN Conference.

The program will require a 12-month commitment. It will start at a U.S. WIN Conference and conclude 12 months later. Feedback and lessons learned will be collected and analyzed along the way and reported out on a periodic basis.

***3.05 Roles and Responsibilities***

1. **Mentor**
2. Dedicate the necessary time to the assigned mentee and program.
	* This time may fluctuate month to month depending on professional workload, major work activities, etc.
3. Share personal operational experience, anecdotes, goals and aspirations with assigned mentee
4. Complete and update selected program goals for accountability and tracking purposes.
5. **Mentee**
6. Dedicate the necessary time to the mentor and the program
	* This time may fluctuate month to month depending on professional workload, academic curriculum, etc.
	* Proactively schedule time with your mentor.
7. Be receptive to feedback and coaching from the assigned mentor.
8. Select and complete goals with the mentor.
9. **Committee Liaison(s)**
10. Organize phone calls and/or other meetings with the mentors and mentees for activity report out.
11. Maintain authority of goal tracking and reporting.
12. Compile lessons learned from program for future use.
13. **GROW Committee**
	1. Maintain broad oversight of Mentoring program and report out program activities to Leading Group and Steering Committee.

***4.01 Meetings***

Meetings and/or calls will be conducted on an agreed upon schedule between the mentors and mentees. At least once per month should be the minimum meeting periodicity.

In-person meetings, while encouraged, are not required between mentors and mentees based on geographical considerations.

General sessions will be held on a periodic basis for all GROW program participants.

***5.01 Charter Updates***

The GROW Committee will maintain authority of the charter.

***5.02 Proposed Amendments***

Amendments to the Charter may be proposed by any GROW program participant or Committee member at any time. Proposed amendments will be approved by at least a 2/3 affirmative vote by participants prior to enactment.

Editorial changes (typos, grammar, etc.) may be made without a vote.

***5.03 Enactment***

Amendments to the Charter will be approved by at least a 2/3 affirmative vote by participants. Approved updates to the Charter will be sent to the PD Committee as soon as possible for review. Baring rejection of proposed changes to the Charter by the PD Committee, Charter amendments will take effect immediately.