

Charter for Akamai Mentor Council

I. The committee will be called the Akamai Mentor Council

The Akamai Mentor Council is authorized by the Institute for Scientist & Engineer Educators (ISEE) and will serve at the pleasure of the ISEE Director.

II. Purposes

The Akamai Mentor Council is created for the purpose of advising ISEE on goals, activities, and outcomes related to mentoring within the Akamai Internship Program, and strengthening the mentor community associated with the Akamai Internship Program. The Council will address topics such as:

- Matching interns and mentors/selection processes
- Evaluating skill sets of intern applicants
- Improving attendance at intern symposia
- ISEE's mentor workshop
- Mid-point check-in during internship program

III. Organizational structure and relationship to ISEE leadership and organization

The Council will report to the ISEE Director. The ISEE Program Manager for Akamai will serve as the Chair of the Council. A Vice Chair will be appointed by the Chair, and will also serve on the Akamai Advisory Committee, representing the perspectives of the Council.

IV. Membership

Composition: The Mentor Council shall consist of 10-12 members. Members will be selected and appointed by the ISEE Director. Council members will constitute a cross-section of individuals representing the different organizations and disciplinary fields involved in the Akamai program, as well as Akamai staff and instructors. It is highly desirable that Council members have served as Akamai mentors, participated in Akamai selection processes, and participated in the mentor workshop. The ISEE Director will be an ex officio member of the Council.

Term: A term of membership shall last for two years. There is no limit on the number of terms an individual can serve. Terms will begin on January 1.

VI. Meetings, procedures, and expectations

Meetings: The Council will meet three times per year, once in person, and twice via remote participation. Meetings will be 2-3 hours in length.

Minutes: Minutes of each meeting will be kept by ISEE staff and forwarded to the ISEE Director.

Tasks and activities between meetings: Council members are expected to engage in small tasks between meetings, typically working through sub-committees on a project that addresses a need identified during Council meetings. Tasks will be of a size that do not require more than an additional day of time annually. With meetings, preparations for meetings, and additional tasks, the approximate annual time commitment for council members is 2-3 days.

Recommendations and Reports: Council recommendations and reports will be submitted in writing to the ISEE Director. Documents will include both suggested action and justification for suggestions. The ISEE Director will respond/react to such recommendations/reports in writing.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat.

Public Announcements: While members are expected and encouraged to discuss and advocate for Akamai within the community, council members will not speak for the Akamai Program, nor ISEE.