5 Mentorship Alliance

5.1 Structure

To encourage every employee in the Mentorship Alliance organisation participating in the activities, the project team suggests that organisation can involve staff in different positions to take part in the Project:

Member	Example 1 (Government department)	Example 2 (Other organisations)	Example 3 (Post-secondary college)
Decision-maker	Head of Department/ Director of Bureau	Chief Executive Officer	College Head
Management	Middle Management	Department Head/ Director	Faculty Director
Frontline staff	Frontline staff	Frontline staff	Frontline staff

5.2 Roles

The participating staff may supervise, organise, implement and support the activities having regard to the actual needs:

- Planner: Supervision
  - Organisation leaders and management should be the planner of the activities.
  - Bring the staff together and encourage active participation
  - Give directions and suggestions on the overall planning and coordination.
- Coordinator: Organisation
  - The management and frontline staff are responsible for organising activities, and a frontline employee should be assigned as the main contact person to communicate with the project team and schools.
  - Organise activities, and make suggestions and decisions on the activity arrangement.
  - Evaluate and review the effectiveness of the activities, and put forward optimised proposals for planning related activities in the future.
- Executor: Implementation and Support
  - Activities shall be executed by the management and several frontline staff.
  - Being group mentors or guest speakers of the activities.
  - Designated staff (e.g. IT technicians and laboratory technicians) shall provide assistance in the activities.
  - Specific technical support shall be provided to push forward the activity

5.3   Conduct of Mentorship Alliance Mentors

- As a Mentorship Alliance organisation, the planner shall select appropriate staff to be mentors. Please refer to Annex 1 for the Code of Practice for Mentorship Alliance Mentor.