



Digital Mentorship Committee (DMC)

Job Description

The American Orff-Schulwerk Association is a professional organization of educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman.

The AOSA Mission is:

- To demonstrate the value of Orff Schulwerk and promote its widespread use
- To support the professional development of our members
- To inspire and advocate for the creative potential of all learners

Our Core Values are:

As music and movement educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman, we believe that:

- Every learner deserves the opportunity to actively create, improvise, sing, play, move, speak, and listen.
- Every learner should experience music and dance from cultures represented in both our diverse American society and the larger global community.
- Every learner deserves a passionate, committed music educator who values the importance of active music making.
- Every Orff Schulwerk educator deserves high-quality opportunities to improve their pedagogy and musicianship through active, collaborative professional development.
- Every Orff Schulwerk educator should cultivate the creative potential in all learners.
- Every AOSA member deserves opportunities to engage in open and constructive dialogue regarding the future and well-being of their chapter and the national organization.

AOSA Diversity and Inclusion Statement:

AOSA is committed to supporting a diverse and inclusive membership, promoting an understanding of issues of diversity and inclusion, and providing teaching and learning resources that respect, affirm, and protect the dignity and worth of all.



The Digital Mentorship Committee (DMC) is a standing panel of the National Board of Trustees (NBT) of the American Orff-Schulwerk Association. The DMC is connected to the NBT through the Professional Development/Research Committee, a standing committee of the NBT. The Chair of Professional Development/Research is the official liaison between DMC and the NBT. All activities of this committee will be coordinated through the AOSA Professional Development/Research Committee Chair. The AOSA Professional Development Director is the staff liaison.

PURPOSE OF THE DIGITAL MENTORSHIP COMMITTEE:

To organize/facilitate the AOSA Digital Mentorship Program for

- Members who have completed at least Level I Orff Teacher Education and are interested in refining their Orff Schulwerk teaching practice
 - Music Classroom - Pedagogy Oriented
 - Music Classroom - Project Oriented
 - Music Classroom - Organizational and Management Oriented

DMC Timeline

July

DMC Chair opens the window for applications to the AOSA Digital Mentorship Program by toggling on July 1.

Reviews and discusses feedback from the previous year's Mentors/Mentees and implements any necessary changes in the applications; include new committee members in meetings.

Add new committee members to all Google drive folders and committee list on documents for the upcoming year, along with supplying them with the password for the email and drive accounts.

Update all commonly used letters to reflect members of the current committee.

Contact all previous year's mentors who did not complete Reflection Form to verify if they are willing to mentor a new mentee.

DMC Chair saves responses from Mentor and Mentee Reflections (Open each document, view responses in a Google sheet. Save that sheet titled by year.) After saving the responses separately, delete the responses in the Google form so that it will be ready for the following year. Close the Mentor and Mentee



Reflection form to responses by toggling off “accepting responses” in the responses portion of the form.

At the beginning of the month, contact social media committee to develop and post information about the Digital Mentorship Program. Post on social media by July 15.

Ongoing committee business.

August

DMC Chair submits a report to the National Board of Trustees (NBT) via the Liaison (Professional Development Research Committee Chairperson). Due August 15.

DMC Chair confirms November mentor/mentee meeting time and location with the NBT Liaison and NCD. If the committee is not meeting in assigned space, notify NCD, Executive Director, and the Executive Committee immediately.

DMC Chair contacts the committee regarding the date, time, and location of the committee meeting at conference.

DMC Chair closes the application process for mentor and mentees by toggling off the accepting responses switch in both Google forms: Application: MENTOR and Application: MENTEE by August 15.

DMC Chair shares the mentor and mentee applications with the committee and calls a digital meeting to review applications between August 15 and August 30.

DMC members review and accept/deny mentor applications by August 30.

DMC members review and accept/deny mentee applications by August 30.

DMC members have a digital meeting with the purpose of pairing mentees with mentors by August 30.

DMC Chair (or designee) notifies mentors with the name and contact information of their mentee, along with a copy of the mentee’s application.

September DMC Chair sends emails to all mentors to confirm a November conference



meeting time and location with the NBT Liaison and NCD.

DMC Chair (or designee) notifies the mentees with the name and contact information of their assigned mentor by September 15.

October

DMC Chair develops November meeting Agenda and distributes it to committee members for preview by October 15.

DMC Chair submits a report to the National Board of Trustees (NBT) via the Liaison (Professional Development/Research Committee Chairperson) by October 15.

DMC Chair sends emails to all mentors to confirm a November conference meeting time and location with the NBT Liaison and NCD.

DMC Chair (or committee designees) sends email to check in with Digital Mentor Partnerships.

Send reminder to mentees/mentors:

Hello, mentors and mentees! This is a friendly reminder to reach out to your partner in the Digital Mentorship Program to establish a focus for your work in the coming months. Mentees, now that you're in the groove of the school year, what's surfacing for you as possible areas to explore? Mentors, what questions might you ask your mentee to help them arrive at a goal?

November

DMC meets on Wednesday evening at the annual AOSA Professional Development Conference. If committee is not meeting in assigned space, notify NCD, Executive Director, and Executive Committee immediately.

DMC meets with AOSA Digital Mentors and then proceeds with committee meeting.



December

January DMC members review and revise the DMC Job Description and Timeline.

DMC Chair sends conversation starter to mentee/mentors:

- *Happy New Year! How has your work been going with your mentor/mentee? Now might be a good time to schedule a series of meetings/calls over the next couple of months to keep the work moving forward.*

February DMC Chair submits a report to the NBT Liaison including the names of AOSA members recommended for appointment to the committee by February 15.

DMC members review and revise the mentor/mentee applications (Google form) and send any edits to website content to NBT Liaison. Follow up with the Communications Director.

March Send reminder to mentor/mentees

Happy Spring!

Now that we're moving towards the final push of the school year, we encourage you to connect with your mentor/mentee to clarify intentions and identify actions steps you plan to take before summer. Thank you both for your investment of time and energy in doing the important work!

April Finalize updated Job Description and submit to NBT Liaison.

Review and update the Digital Mentorship Program documents.

DMC chair updates Mentor and Mentee Feedback Forms to reflect the current year by April 30.

Update Ambassador PPT slide and send to Anna Pack.

Ongoing Committee business

May Open the Mentor and Mentee Reflection form by toggling on "accepting responses" in the responses portion of the Google form by May 15.

DMC sends the Google form to both Mentors and Mentees to ask for feedback on their experience in the Digital Mentor process by May 15.



Contact previous mentors who were taking a break to see if they would like to mentor this year.

DMC contacts recommended potential mentors after May 15 to see if they are interested in participating for the next year. If interested, send them the application.

DMC Chair (or designee) sends a social media request prior to NBT liaisons who will forward to the executive committee for approval before post is made in July.

DMC Chair (or designee) sends promo info to Marjie Van Gunten via google form for distribution in Membership Essentials.

June June 1st is the deadline to provide Digital Mentorship information to the Communications Director to be included in June/July/August Member Essentials, Chapter News, and Social Media Posts.

DMC Chair meets with the incoming Chair to pass along any needed information. Ongoing committee business.

Outgoing Committee Chair Checklist

Provide the following to the subsequent committee chair by June 30:

Updated committee JD
All passwords for committee Google accounts (if applicable)
All reports, summaries, and agendas for the past year
All pertinent files
Finalize all Google docs and transfer to the new chair in appropriate format
Finalize all unfinished email business
Forward any pertinent emails
Organize all committee files
Communicate status of committee work and assist in prioritizing next steps
Assist the incoming chair as needed