

PCAP Monthly Mentor Meetings

Videoconference Moderator Application

Information about Monthly Mentor Meetings:

All Alberta PCAP mentors are invited to participate in monthly videoconferences to share their local experiences, crowdsource solutions to challenges in their PCAP work, provide input on PCAP Council initiatives, celebrate successes, and generally meet and connect with staff across the province. The participants of the meeting will lead the calls and determine the direction of this project.

Meetings take place over the PCAP Council Zoom account monthly, from January to June, and September to November. The monthly meetings take a break in July, August, and December. Calls take place at the same time each month for 1 hr. Mentor participation is voluntary and can change month to month. Currently, the Monthly Mentor Meetings occur **every fourth Tuesday of the month at 1pm.**

Moderator Information

Benefits of being a moderator

- Improve facilitation and communications skills
- Improve leadership and collaboration skills
- Learn new ideas to support own PCAP practice
- Grow provincial connections with other PCAP programs
- Become more knowledgeable about PCAP Council's activities

Role of the moderator

The monthly meetings are co-moderated by two moderators whose roles are to

- Welcome mentors to the call and lead introductions of the group
- Support discussion of topics brought forward by mentors: encourage others to participate, provide own experiences, ask further questions
- Introduce topics or questions for group discussion
- Track general information about the call including number and location of people present, and general topics covered
- Forward any concerns or suggestions to the PCAP Council

Additional details

- Candidates must currently be working in an Alberta PCAP program in a frontline capacity (ie. PCAP mentor, advocate, or equivalent)
- Moderators agree to attend and moderate all 9 mentor meetings for the year. Moderators may renew their role at the end of the year, for a total of 2 terms(years).
- Moderators must have access to a computer or laptop with the Zoom application. It is strongly encouraged that moderators attend the meeting with their videos on.
- Must have the support of their supervisor/agency to commit the time monthly
- No prior experience in moderating necessary

Compensation

Moderators will be provided an honorarium of \$50/meeting, paid out every three months of calls (\$150 for April to June, \$150 for September to November, \$150 for January to March).

Application information

We are currently looking for up to **two moderators** to start in September. To apply, send an e-mail to

Laudine Herzog, laudine.herzog@alberta-pcap.ca

The e-mail should include

- An indication of your interest to be a moderator
- The name of the program you are working at and how long you have been a PCAP mentor (or equivalent)
- A letter from your supervisor showing their support for your monthly involvement as a moderator