

# **BCO Roles and Selection Guidelines for Volunteer Consultants, Mentors and Clients**

## **BCO 'Keepers of the Flame' Roles:**

- To develop and market information about the BCO initiative.
- To solicit and screen mentors, volunteer community consulting team members, and clients.
- To keep a database of mentors, team members, clients, and projects.
- To develop and conduct the initial orientation meeting for consulting teams with new projects.
- To work with mentors to assist consulting teams in obtaining information, expertise, and training as needed.
- To conduct post-project reviews for the purpose of learning how to be more effective in handling projects and meeting our mission.

## **Guidelines for Selection of Volunteer Consultants:**

- Encourage participation from individuals who have a strong desire to develop their consulting experience.
- Choose volunteer consultants based on his/her background, interest, motivation, and future career plans cited in the candidate's resume, essay, and profile, in order to have a team with complimentary backgrounds, skill sets, and experience.
- Select at least one or two members with previous background in OD.
- Select at least one person in a team with basic group facilitation skills.
- In as much as is possible, incorporate diversity in team selection.
- Support the basic tenets, values, approaches, and methods aligned to the OD profession and BCODN.

## **Guidelines for Selection of Mentors:**

- Possesses 10 – 15 years of OD experience.
- Enjoys coaching and mentoring.
- Welcomes new ideas and approaches to OD and organizational issues but also willing to be directive when needed with the consulting team to assist in their learning and to assure that the client's needs are met.
- Over the course of a project, demonstrates willingness to provide approximately two to three hours per week of mentoring, either in person, on the phone, or by e-mail to the consulting team.
- Offers a good match for the consulting team members, client, and client issue in terms of preferred consulting style and OD experience.

## **Guidelines for Selection of Clients:**

- Registered as a non-profit organization.
- Needs outside help with a workplace issue that is not so critical or complex that it is likely beyond the skills of the consulting team.
- Lacks the financial resources to hire a consultant.
- Is willing to work with a less experienced OD consulting team under the direction of an experienced consultant.