

## **Committee Name: Emerging Leaders and Mentorship Committee**

### **Committee Purpose:**

The purpose of the Emerging Leaders and Mentorship Committee is to oversee the mentorship programs for community managers and business partners as approved by the Board of Directors.

### **Duties:**

Develop for Board approval and oversee mentorship programs for community management and business partner members.

### **Committee Meetings and Members:**

1. The Committee shall meet monthly in the CAI OC Chapter Office or virtually via online videoconference.
2. The Committee shall consist of mentors in the field of community management and business partners with 5+ years' experience working with CAI and new community managers and business partners looking for a mentor.
3. Mentor and mentee time commitment-not to exceed 2-4 hours/month, online or in person. The committee recommends break-out sessions at CAI luncheons when possible.
4. Complete a short application that includes the process, and why the member wants to join the committee, and their goals for joining the committee.

### **Goals:**

1. Provide mentoring opportunities for experienced managers and business partners and provide mentorship opportunities for less experienced managers and business partners.
2. Provide advanced mentoring opportunities for those members looking to move into leadership positions in companies.
3. Identify and develop future chapter leaders.

Initial direction from BOD to Committee:

1. Develop a mentoring program for community managers and business partners. Identify and develop benchmarks/goals for the emerging leaders:
  - Attend 4 CAI events/luncheons per year
  - Speaker, or co-speaker with mentor, at a Chapter speaking engagement
  - Attend at least one CAI board meeting
  - Participate in a committee
  - Write or co-write an article for the OC View
  - As a business partner, take the National Educated Business Partner program
2. Chapter to provide a name badge ribbon for events acknowledging the membership in this committee for mentors and emerging leaders
3. Committee to develop a mission statement
4. Mentors and Mentees to provide a bio that will be used to create a catalog for people to align with mentors that meet their career goals
5. Assign a liaison to the hiring departments at each management company to recruit new hires into the program
6. Develop the “We are CAI” task force to visit management companies or be an ambassador at a luncheon to share who we are and what we offer as CAI OC, with focus on this committee
  - a. Recruit Business Partners & Manager Members for the committee
  - b. Recruit Mentors to the program
7. Coordinate an annual Emerging Leader Graduation for those members that have completed the annual requirements
8. Develop content for the quarterly meeting up/round table-to occur on the morning of a luncheon
9. Plan annual events and add to the marketing plan for sponsorship opportunities
10. Kick off mixer January