CAI-GLAC is seeking top-level community association managers who will participate in Coaching to Credentials CAI-GLAC as mentors and can lead, guide and motivate protégé manager professionals requesting to participate in the program.

Who we are looking for?

- Experienced managers holding a PCAM® designation who can commit the time necessary to consistently cultivate a meaningful mentor relationship with a fellow community manager member.
- Manager professionals who like to guide and empower others.
- Managers who are current CAI-GLAC members with designations specific to CAI.

A Mentor:

- Helps to identify specific goals.
- Provides career guidance.
- Provides vision and insight.
- Offers support and advice about CAI courses.
- Promotes the value of credentials.
- Serves as a solid role model.

Requirements for Mentors

- Attend a 20-minute introductory informational call for pairing purposes and an explanation of the program (will be offered multiple times).
- Devote time to fostering the professional relationship with the protégé through in-person meetings and/or conference calls.
- Make contact with protégé at CAI-GLAC events.
- Motivate other managers.

Starting the Process

Setting goals and expectations

Both the mentor and the protégé should start by discussing their personal experiences in the industry and then together determine expectations for the mentoring relationship. It is recommended to set these goals as soon as possible, because not understanding each other’s expectations for the relationship could lead to disappointment. A mentor should ask his or her protégé about what the protégé’s goals are and what he or she is looking for from the relationship. Protégés should be clear about what they hope to get out of the mentoring relationship, particularly with respect to goals, which will form the foundation of their work with the mentor. Issues like modes of contact should be agreed upon from the start.

For additional information about the CAI-GLAC Manager Mentor Program, please contact the Chapter Office at joan@cai-glac.org.
Coaching to Credentials
Mentor Application

Thank you for your interest in joining the Coaching to Credentials manager mentoring program. This program is designed to give educational course guidance to community managers in our chapter who are on the path to achieving CAI credentials. We appreciate your dedication to our chapter and to manager professionalism. Mentoring through this program requires a dedicated time commitment to your assigned protégé:

- An in-person meeting with your protégé scheduled upon assignment.
- A regularly-scheduled monthly in-person or conference call meeting with your protégé.
- Attendance with your protégé at one or more CAI-GLAC events per year to introduce them to CAI benefits and continuing education opportunities.
- A one year commitment to the program.

Date: _____________________  CAI Membership Number: ________________

Name: __________________________________________________________

Company: _______________________________________________________

Address: _______________________________________________________

City: ___________________________  State: _______  Zip Code: __________

Phone number: ____________________  Cell Number:____________________

Fax Number: _____________________  Email address: __________________

________________________________________________________________
What type of community association manager are you?

On-site ___  Portfolio ___

CMCA Certification: ________________________________________________

Designations: _____________________________________________________

Licenses: ________________________________________________________

What interested you about the volunteering for the Coaching to Credentials program?
________________________________________________________________
________________________________________________________________
________________________________________________________________

Please accept my interest form for the “Coaching to Credentials” program. I hold a PCAM® designation and understand the commitment required by CAI-GLAC to perform in the program that I have chosen and agree to fulfill the commitment to the best of my ability should I be selected for the program. I also understand that my signature below acknowledges that the CAI Greater Los Angeles Chapter Executive Director may remove me from the program if I miss more than two monthly-required outreaches to my protégé in a row or do not maintain a CAI membership in good standing.

I promise and agree that I will not actively pursue, solicit or market my protégé for employment in my company in any capacity for a period of one year after the completion of the mentor program.

Signature: _______________________________ Date: ___________________

Please email this form to joan@cai-glac.org at the Chapter Office.