

# MENTEE CHECKLIST



## California NAR Directors Mentorship Program

### Mentee Year-Long Worksheet & Checklist

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**Mentee Name**

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**Mentor Name**

#### Mentor and Mentee Orientation and Communication

##### **At beginning of year**

- Prepare leadership interest statement
- Meet mentor and review mentorship program checklist
- Review program materials and expectations
- Review NAR strategic priorities and governance basics
- Review NAR committee structure and leadership framework
- Participate in Mentor Kickoff Zoom Meeting

##### **Prior to NAR Legislative Midyear Meeting**

- Meet prior to NAR Legislative Midyear Meetings
- Meet post NAR Legislative Midyear Meetings

##### **Prior to NAR NXT Meetings**

- Meet prior to NAR NXT Meetings
- Meet post NAR NXT Meetings

#### Meetings and Networking

##### **Mentor Group Meetings**

- Attend C.A.R. Quarterly Group Mentorship Meetings

##### **C.A.R. Meetings**

- Attend NAR Directors Forum at C.A.R. Winter Business Meetings
- Attend NAR Directors Forum at C.A.R. Spring Business Meetings
- Attend NAR Directors Forum at C.A.R. Fall Business Meetings
- Attend NAR Directors portion of the C.A.R. EDGE Leadership Conference

## **Prior to NAR Business Meetings**

- Be appointed to an NAR committee
- Introduce yourself to committee staff liaison
- Introduce yourself to committee chair and vice chair

## **At both NAR Business Meetings**

- Attend required NAR and C.A.R. meetings and forums:
  - Attend Region 13 Virtual Pre-Caucus Webinar
  - C.A.R. Director's Briefing
  - C.A.R. Congressional Hill Briefing (D.C. meetings)
  - NAR Member and Director Forum
  - Assigned committee meeting
  - Attend two other NAR committee meetings or forums
  - Attend Region 13 Caucus
  - Attend the California Reception
  - Attend the NAR Board of Directors
- Introduce yourself to at least four non-California committee members
- Volunteer for a committee Working Group if opportunity is available

## **Leadership Engagement**

### **NAR Leadership**

- Discuss with mentor questions and topics to discuss with NAR leadership
- Introduce yourself to NAR leadership at C.A.R. and NAR Business meetings
- Have a meeting (e.g. coffee, phone call) with two of NAR leadership

## **Wrap-Up**

### **• Winter Business Meetings after year of mentorship**

- Present end of year wrap up at NAR Strat Advisory Group and NAR Directors Forum
- Be recognized at C.A.R.'s Board of Directors
- Submit summary report to C.A.R. NAR Strategic Advisory Group and local association leadership
- Complete program evaluation survey