

MENTEE CHECKLIST



California NAR Directors Mentorship Program

Mentee Year-Long Worksheet & Checklist

Mentee Name

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