



Leadership, Engagement, Advancement & Development Mentorship Program Guide

The FAA Mentorship Program is designed to support LEAD scholarship recipients as they navigate through their year of learning, whether it be the FAA Leadership Lyceum Program or a designation certification. We appreciate everyone's dedication and service to both the association and the multifamily industry and request the following from each participant: communication, clarity, and commitment.

Program Goals

- Support new or up-and-coming members in understanding the association's mission, vision, values, and goals.
- Share the skills and knowledge of successful and experienced members with new members.
- Provide support in locating and accessing organizational resources and key contacts.
- Foster open communication and dialogue.
- Motivate job performance, creativity, and innovation.
- Bring members together to establish a network of professionals.

Mentor Attributes

- Maintain confidentiality throughout the program.
- Explain the association structure and how to get involved.
- Be respected as an experienced and successful professional in the association.
- Support the association's mission, vision, and goals
- Stay accessible, committed, and engaged during the length of the program.
- Listen well and offer encouragement through genuine and positive reinforcement.
- Be a positive role model and share "lessons learned" from own experiences.
- Be a resource and a sounding board.

Mentee Attributes

- Maintain confidentiality throughout the program.
- Discuss development planning with the mentor. Be open and honest about goals, challenges, and concerns.
- Actively listen and ask questions. Seek advice, feedback, and guidance from the mentor. Be open to constructive feedback.
- Respect the mentor's time and resources. Be available, committed, and engaged during the program.
- Respectively give feedback to the mentor on what is working or not working in the mentoring relationship.

Program Requirements:

- **Attend Mentorship Kickoff Call:** There will be an introductory Zoom call to review the requirements and expectations of the program.
- **Attend any mentorship meetings** that may take place at Impact, Spring Governance or FAA Inspire.
- **Attend monthly meetings (in person or via Zoom):** This will solely be up to the mentor and mentee to set up and execute.
- **Complete and turn in assignments/exercises:** Collaborative assignments or exercises will be assigned to each mentor/mentee group.
- **Complete evaluation or survey:** An evaluation or survey will be sent to each mentor and mentee to assist FAA on how the program can be improved. Suggestions and comments will be welcomed at this point.

For more information on the FAA LEAD Mentorship Program, please contact Rona Long at rona@faahq.org.