

COMMUNITY MANAGER MENTORSHIP PROGRAM

In this program, you will be paired with an experienced industry mentor who will share valuable tips and best practices. Together, you can explore general topics like board meetings, email management, budgets, and reserve studies, as well as any specific areas of interest.

You and your mentor will be able to connect at least once a month to

- Answer your questions and offer insights
- Schedule Zoom sessions for in-depth discussions
- Coordinate attending events together

This program is designed to support you by leveraging the knowledge and experience of seasoned professionals.

PROGRAM ACTIVITIES

- **Attend a CAI-OC Committee or Board of Directors meeting.** As part of the mentorship program, we would like you to attend a CAI-OC Chapter committee meeting, but you are not required to join a committee. Please [CLICK HERE](#) for a listing of all Chapter's committees to review and see what interests you.
- **Attend a one-hour ethics course.** The one-hour ethics course will be presented via Zoom. An Outlook meeting invite, with a Zoom link, will be sent to you once a date and time has been confirmed..
- **Author or co-write an article in the OC View.** This is an excellent opportunity to promote yourself and your company, but the article MUST be educational and not an advertisement. Not everyone is comfortable writing an article, so several

Publications Committee members are available to assist you. [CLICK HERE](#) for the OC View style guidelines. Your mentor will be able to assist in getting you started.

- **Attend two educational or social events.** [CLICK HERE](#) to view our event calendar. This is an excellent opportunity to meet with your mentor by attending the same events.
- **Attend the August Goal Setting Workshop.** This workshop is a great opportunity to learn how to create goals for yourself in your personal or work life. [CLICK HERE](#) for PDF of flyer.
- Program will run from April 1st - November 1st, 2025 with a graduation presentation at the November luncheon.

The program aims to support, inspire, educate, and guide you to better understand and succeed in our industry. Whether it is to grow and develop skills, or become an industry leader, we know that the Mentorship Program will lead to your success.

QUESTIONS?

If you have questions or need to arrange different dates for the ethics or informational programs, contact **Denise Kennedy** at executivedirector@caioc.org.