



**Asheville
Home Builders
Association**

MENTORING PROGRAM OVERVIEW

As a member of the Asheville Home Builders Association you are in the company of the area's top building professionals. Our builder and associate members possess a wealth of building and business knowledge and experience. If you have been an active member for any period of time you have probably benefited directly from information passed on from other members. That is what is so special about this organization. Our members don't drag each other down but are quick to lend a helping hand and take pride in the success of fellow members. The purpose of our Mentoring Program is to build on that spirit of sharing. Everyone has something to offer and everyone has something to gain so this is our way of organizing that exchange in a way that makes it easier for members to connect with each other in a confidential forum and share information for professional growth.

HOW IT WORKS

Anyone wishing to work as a mentor or mentee will fill out an application and submit it to the Education Committee for review. The Education Committee will then send a list of requested topics to the general membership seeking members with expertise in those areas to serve as mentors. We all have our strengths and weaknesses so it is possible for a member to be a mentor in their strong area and a mentee in an area where they may benefit from the guidance of another member. The Mentor-Mentee relationship is estimated to last approximately 6 months, although can be shorter or longer, at the discretion of the mentor and mentee. It is recommended that the mentor-mentee follow up with each other approximately 3 following the conclusion of the active mentoring process.

RESPONSIBILITIES OF THE MENTOR

The mentor shall make himself/herself available to the mentee approximately one hour per month. That can be meeting face to face, by phone or by email at the discretion of the mentor. The mentor's role is to act as a sounding board for the mentee to test their ideas and to offer guidance and suggestions as to where helpful information may be found. It is not the job of the mentor to solve problems for the mentee or to run their business for them. The mentor shall be on time and prepared for all meetings and/or scheduled communications with the Mentee. All information shared between the mentor & mentee is confidential.

RESPONSIBILITIES OF THE MENTEE

1. The burden of work is on the Mentee. Every mentee shall be responsible for organizing their questions and objectives they wish to accomplish during the mentor-mentee process.
2. Mentee shall be respectful of the time of the mentor by being prompt for appointments, being prepared for meetings, not wasting time with unrelated conversation, etc.
3. The mentor is there to aid the mentee in making their own business decisions which are ultimately the mentee's decisions and responsibility. Mentees will sign a release so stating and releasing the mentor from any liability resulting from the decisions of the mentee.
4. The relationship may be discontinued at anytime by request of either party. Sometimes only one or two meetings may be required to satisfy a need and no one should feel obligated to continue meeting.
5. Just because the mentor is not charging for their time does not mean that the information received is not valuable. Business consultants will charge \$150 to \$300 per hour so be appreciative of what you are getting for free.
6. Don't forget your mentor. Check in periodically and let them know how you are doing. Let your mentor take pride in your success.

These are guidelines. You will be meeting one on one with your mentor so you will need to work out the details of your arrangement together. If done right this should be a win-win relationship.

The undersigned AHBA Member agrees to indemnify and hold harmless the AHBA, its Board of Directors, its agents, employees and any AHBA approved mentee/mentor from any claims, causes of action or judgments of any kind which may be made against any or all of them arising out of or relating to the undersigned's participation in the AHBA's Mentor/Mentee Program. The undersigned also understands and agrees to abide by the rules and regulations of the program outlined in this document.

Participants Signature: _____

Date: _____

Printed Name: _____

Company Name: _____

AHBA Representative: _____



**Asheville
Home Builders
Association**

MENTOR-MENTEE PROGRAM APPLICATION & AGREEMENT

Date of Application: _____ Builder Member Associate Member

Name of Applicant: _____

Name of Company: _____

Company Address: _____

Applying as: MENTOR MENTEE (Circle One)

Business Phone: _____ Business Fax: _____

Cell Phone: _____ Email: _____

Please select the areas of expertise for which you are requesting a mentor or applying as to be a mentor by placing numbers in front of your areas of interest in order of importance or experience, with #1 being the most important

_____ Business Management System

_____ Marketing

_____ Contracts

_____ Accounting

_____ Estimating

_____ Human Resources

_____ Other: _____

On a separate sheet of paper please write an explanation of why you are requesting to participate as a mentor or mentee, and what you hope to gain from the experience. This information will be utilized by the AHBA Staff to determine areas of interest/need of both potential mentors/mentees

Please initial by each line below stating that you hereby agree to the following terms and conditions of the Asheville Home Builders Association Mentoring Program:

____All information shared between mentor/mentee shall remain confidential

____My mentor is only required to offer me one hour of his/her time per month. I will respect that time and any additional time they may be willing to offer by showing up at scheduled meetings on time and prepared with my questions and completed assignments if any.

____I understand that my mentor is offering me the benefit of his/her expertise gained through their educational and business experiences on a voluntary basis. Asheville Home Builders Association does not make any guarantees as to the quality or accuracy of the information provided by a mentor/mentee and it is my responsibility to use my own judgment in accepting or rejecting the advice of my mentor. I hereby hold Asheville Home Builders Association harmless for any damages to myself or my business resulting from any advice offered by my mentor.

____I understand that running my business is my job and I accept responsibility for all consequences of my decisions including whether or not to follow any advice offered by my/a mentor. I hereby hold my mentor harmless for any damages to myself or my business resulting from any advice offered by my mentor.

____I understand that the mentoring relationship may be terminated at any time by the mentor/mentee for any reason.

____ I understand that assignment as a mentor/mentee is dependent on acceptance of this application by the AHBA. The AHBA makes no guarantees that a match for mentor/mentee will be found.

The undersigned AHBA Member agrees to indemnify and hold harmless the AHBA, its Board of Directors, its agents, employees and any AHBA approved mentor from any claims, causes of action or judgments of any kind which may be made against any or all of them arising out of or relating to the undersigned's participation in the AHBA's Mentor/Mentee Program.

Participants Signature: _____ Date: _____

Printed Name: _____

Company Name: _____

AHBA Representative: _____