

BOMA RALEIGH-DURHAM

EMERGING PROFESSIONALS

MENTOR

THOD WORK PEOPLE GOAL
TION IMPROVE DEVELOP PROGRAM
MOTIVATE COACH MENTOR

MENTOR PROGRAM

Visit the BOMA Raleigh-Durham website for more details and qualifications.

[BOMA RALEIGH DURHAM](#)

GET MORE INVOLVED!

- Fast track your career!
- Mentor/Mentee matching based on goals and interests
- Active participation between Mentor & Mentee
- Professional & personal development

EMERGING PROFESSIONALS PROGRAM

EP PROGRAM – MENTOR

- Mentor must be a Principal member and have been an active member of BOMA Raleigh-Durham for at least 3 years.
 - Must commit to meeting with their mentee at least once per quarter while they are involved in the program
 - Approve or amend the meeting minutes submitted by the mentee and submit an approved copy of the minutes to the EP Taskforce
 - Assist with the creation of the goals/objectives for the year, with target dates for goals
- Mentor to summarize their experience in the program at the end of the first year and submit it to the EP Taskforce.
 - This should include feedback about the program, things that worked well, things that need to be improved.

EP PROGRAM - MENTEE

- Dues for EP Program participants will be \$300 annually
- Individuals may participate in the EP Program for one year with a maximum of two years
 - Applicant must reapply for the second year.
 - Two years is the maximum amount of time International will waive their dues.
- EP Program participants may not be a current or past full member of BOMA Raleigh-Durham
- Must work for a company that is or would be considered a Principal Member
- EP Program participants must hold the title of Assistant Property Manager, Administrative Assistant, Accountant, Lease Administrator, or similar
 - If a participant is promoted and their job title no longer matches those listed above, they may choose whether or not they would like to remain in the program for the remainder of their current EP Program year. After that year is over, they cannot reapply for the EP Program.
- Must be an active member on at least one committee.
- Must attend at least three of the six regularly scheduled meetings (lunches or holiday party)
- Must commit to meeting with their mentor at least once per quarter while they are involved in the program
 - Mentee to note areas of interest and goals on the application.
 - This will assist with the matching of the mentee/mentor
 - Mentee/Mentor to set goals for the program with target dates for completion to be submitted to Melissa Irgens, mirgens@trinity-partners.com.
 - Mentee to summarize quarterly meetings for the Mentor to sign and return to the EP Taskforce, similar to meeting minutes.
 - What was discussed, progress on goals, opportunities, next steps, etc.
 - See EP Framework Guidelines Document. (Shared once accepted into the program.)
 - Mentee to summarize their experience in the program at the end of the first year and submit it to the EP Taskforce.
 - This should include feedback about the program, things that worked well, things that need to be improved.



Emerging Professional Program Application

Name _____

Title _____

Company _____

Address _____

Email Address _____

Phone Number _____

Are you interested in being a Mentor or Mentee? _____

How many years of experience do you have overall in the industry? _____

How many years of experience do you have in your current position? _____

Please select and rank in order (1 being the highest) the four top areas you are interested in learning more about or mentoring:

Accounting	_____	Marketing/Communications/PR	_____
Acquisitions/Dispositions	_____	Construction Project Management	_____
Asset Management	_____	Property Management	_____
Building Systems/Engineering	_____	Real Estate Development	_____
Energy/Sustainability	_____	Facilities Management	_____
Lease Negotiations	_____		

Which locations work for you to meet with your mentor/mentee during the program year (outside of structured BOMA events)?

If you could be any animal, which would you be and why?

Who has been a role model to you and why?

What are you hoping to get out of the BOMA Mentor Program?