

IREM® Greater Denver

Resources. Relationships. Results.

IREM Greater Denver Chapter 17



PROGRAM CHARTER

IREM® is a worldwide association of more than 18,000 members engaged in the field of property management, who have met stringent requirements in the areas of education, experience, and commitment to a code of ethics. It is the only professional association committed to serving all property types, including commercial, retail, and residential. IREM® awards four nationally recognized designations to qualified individuals and organizations.

- CERTIFIED PROPERTY MANAGER® (CPM®)
- ACCREDITED MANAGEMENT ORGANIZATION® (AMO®)
- ACCREDITED RESIDENTIAL MANAGER® (ARM®)
- ACCREDITED COMMERCIAL MANAGER (ACoM)

Mentor Program Description

Mentor Definition: An IREM CPM® or ARM Greater Denver Chapter member who is willing to lend their experience and expertise to assist a mentee to effectively and efficiently achieve their designation within the personal goals and timelines prescribed by the Mentee. A Mentor may also offer suggestions, based on their own experience, regarding career selection and advancement.

Mentee Definition: An IREM CPM® Candidate, ARM®, or Associate Greater Denver Chapter member that is pursuing an IREM designation, that by application into the Mentor Program, has expressed a desire to work with a Mentor through the designations process.

Program Goal: The consistent comment heard from new CPM® members is “I wish I had some help!” or “I wish I would have known...” Statistics show that members who have a plan and support are more likely to achieve their designation. The Mentor Program is designed to offer that support through individual mentor/mentee relationships. The most qualified Chapter Member to assist a member new to the designation process, is someone who has been through it themselves, allowing Mentees to receive practical suggestions and set realistic expectations.

Program Expectations – Mentor:

- Mentor agrees to make every effort to initiate contact with my mentee within 3 working days of assignment.
- Mentor agrees to make every effort to meet with my mentee in-person initially within 60 days of assignment.
- Mentor agrees to initiate contact with my mentee a minimum of one time per month via email or telephone.
- Mentor agrees to attend two of the six pre-scheduled Mentor Program conference calls per year.
- Mentor agrees to make every effort to respond to my mentee's calls or emails within 3 business days of receipt.
- Mentor agrees to contact IREM Greater Denver immediately if contact cannot be made with my Mentee in recommended timeline.
- Mentor agrees to keep a record of communication and progress, in the event the mentee is assigned to another mentor.

Program Expectations – Mentee:

- Mentee agrees to make every effort to meet with my mentor in-person initially within 60 days of assignment.
- Mentee agrees to initiate contact with my Mentor a minimum of one time per month via email or telephone.
- Mentee agrees to make every effort to respond to my Mentor's calls or emails within 3 business days of receipt.
- Mentee agrees to contact IREM Greater Denver immediately if contact cannot be made with my Mentor in recommended timeline.

Program Support:

The IREM Greater Denver Chapter is dedicated to the mentor process, and offers the following support to ensure that Mentors are equipped to answer questions and offer relevant and timely guidance.

The following Conference Calls have been scheduled as a resource to Mentors, taking place on the first Wednesday of every other month. The first 15 minutes of the call will be dedicated to the scheduled topic, with the final 15 minutes being reserved for mentor questions. A mentor is expected to attend 2 calls per year. If the mentor does not feel they need additional support with the topic, but has questions, they can join the call at the half way mark. The schedule is as follows:

1. Action Plans - February
2. Experience Approval - April
3. Capstone Preparation - June
4. Action Plan Barriers/Obstacles - August
5. Fast Track Options - October
6. Scholarships/Diversity - December

Program Commitment:

One of the objectives of this program is to build peer-to-peer relationships. However, a Mentor or Mentee may voluntarily withdraw from the program at any time.

- Mentors
Mentors are asked to commit to the program for one calendar year. The Mentor would remain in the program, until the Mentor withdraws in writing. To ensure that a Mentee can be assigned to another mentor, the withdrawing Mentor should be prepared to offer a 30 day notice.
- Mentees
It would be anticipated that Mentees would participate until receipt of their chosen designation.
- Any Mentor or Mentee that is consistently unable to meet the minimum requirements may be asked to voluntarily withdraw from the program.

Documentation:

Mentors will be provided the Mentor Program Workbook to assist in maintaining mentee action plans, call details, and communication. It is required that the Mentor maintain and update the Workbook. If the Mentor should withdraw, it is this Workbook that will be forwarded to the new Mentor for follow-up. Maintaining proper documentation allows Mentees a seamless transition from Mentor to Mentor, if necessary, as well as a consistent experience from Mentee to Mentee.