

CAI's Mentor Match Program



Being a Mentor

As a mentor, you have the opportunity to share your knowledge, insight, and experience to support the growth and success of fellow CAI members. Mentoring is a meaningful way to give back to the community, while also enhancing your own leadership, communication, and professional skills. You'll gain fresh perspectives from the next generation of community association leaders — all while making a lasting impact.

Why Become a CAI Mentor? By participating as a mentor, you can:

- Expand your professional network and build long-lasting relationships
- Gain new insights and perspectives from emerging leaders
- Refine your communication and coaching skills
- Share your career experiences to empower others
- Support and help shape the future of community association leadership

Your Role as a Mentor

Mentors are expected to help their mentees build skills, clarify career goals, and navigate challenges through:

- Establishing trust and setting shared goals
- Offering guidance and lessons learned
- Celebrating progress and accomplishments
- Encouraging involvement in the CAI community

Mentor Responsibilities

- Complete your mentor profile — this helps mentees find a potential match based on interests and experience.
- Respond to mentorship requests within one week.
- Lead the initial meeting to discuss goals, expectations, and compatibility.
- Collaborate with your mentee to establish a schedule and a goal-setting plan.
- Provide honest feedback, career insights, and professional development ideas.
- Encourage mentees to engage with CAI — such as attending events, joining their local chapter, or exploring certification opportunities.
- Maintain confidentiality and communicate openly and respectfully.

If at any point you need to adjust the schedule or end the mentoring engagement, please communicate directly with your mentee. If you need support or encounter any challenges, contact our Membership Engagement Coordinator

In Case the Match Isn't the Right Fit

Sometimes, mentoring relationships don't develop as expected. If you feel the connection isn't working out, it's okay to end the engagement and explore a new match through the platform. If the relationship needs to be ended due to inappropriate behavior or ethical concerns, please report the situation to our Member Services Team