



**CFA Society
Houston**

**Professional Mentorship Program
Handbook**

CFA Society Houston Mentorship Committee

Welcome to the CFA Society Houston's Mentorship Program. We thank you for your interest in this new endeavor and hope that you find the following handbook useful in answering your questions about the program and defining the roles and responsibilities of each party involved.

As a mentor, your advice to younger professionals is an invaluable resource. Sharing career experiences, best practices, and past failures and successes, with the next generation can help shape the future of the investment community.

We encourage mentors to create an environment of trust, where ideas and opinions can be exchanged without the fear of retribution. It is of utmost importance, that all parties uphold the highest standard of confidentiality.

As a mentee, you have a fantastic opportunity to learn from some of the top investment professionals in Houston. This is also a chance for you to network with other peers in the program and get involved in the Society. All that we ask from you is to put forth the effort to achieve the goals you have outlined for this program.

Thanks again for your support.

The CFA Society Houston Mentorship Committee

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Mission Statement

To promote personal and professional growth within the investment management profession

Program Purpose

To provide an opportunity for seasoned professionals and young professionals to connect, share knowledge and experiences, grow, and create lasting relationships in an atmosphere of confidentiality, trust, and respect.

Mentor Defined

A mentor is a person or friend who guides a less experienced person by building trust and modeling positive behaviors. An effective mentor understands that his or her role is to be dependable, engaged, authentic, and willing to share their career experiences with their mentee. A mentor is not a substitute for a mentee's professional education, nor is he or she responsible for assisting a mentee in acquiring their preferred employment.

Mentee Defined

A mentee is a person who seeks personal and professional guidance from a more experienced peer. An effective mentee actively listens and challenges their preconceived notions about the path to personal and professional success.

Benefits of the Program

- Mentor
 - Develop leadership and coaching skills that are portable across your career
 - Satisfying way to give back to the financial community and share your experiences with the next generation
- Mentee
 - Gain perspective, clarity and insights to help navigate your career and achieve your goals
 - Meet other young and experienced members of the Society
 - Obtain long-term career and skill development advice
- CFA Houston Society
 - Deepening member engagement
 - Enhancing member satisfaction and retention
 - Promoting professional development and ethical education

Eligibility

- Mentee
 - CFA Houston Society Member
 - Successfully passed the CFA Program Level III exam
 - At least three years of post graduate work experience
- Mentor
 - CFA Houston Society Member
 - CFA Charterholder or Experienced Industry Professional
 - At least 8 years of work experience

Requirements

- Mentee and Mentor will submit an application, partnership agreement and resume for review by the Committee. If necessary, the applicant may be interviewed to facilitate the matching process.
- Provide feedback as requested by the Committee

Expectations

- Commit to meeting in-person or by video conferencing, if absolutely necessary, at least six times during the fiscal year. It is highly recommended that the first two meetings be conducted in-person.
 - We estimate the total time commitment to be at least **20 hours** over the course of the fiscal year.
 - The mentoring relationship may be informally extended beyond the stated term if mutually agreed upon
 - Face to face meetings must be held in a public venue. Private residences, lake houses, or the like, may not be used for program meetings
- Attend the orientation where you will meet your partner, review program guidelines, and learn from an experienced professional on how to make the most out of your partnership
- Neither the mentor or mentee will use this program primarily as a platform for job placement

Roles and Responsibilities

- Mentorship Committee:
 - Develop program requirements, events and guidelines
 - Match mentors and mentees based on applications and interviews, if necessary.
Consideration will be given to the following items:
 - Stated interests
 - Location
 - Career aspirations
 - Send a survey out to mentors and mentees at the end of the program
 - Call each mentee at the end of the first and third quarter to check-in
 - Call each mentor at the end of the first quarter to solicit feedback
 - It is not the responsibility of the Mentorship Committee to schedule meetings between the mentor and mentee
- Mentee
 - Scheduling of meetings
 - Communicating any issues with the Committee
- Mentor
 - Communicate any issues with the Committee

Potential Topics for Discussion

- The following is a list of potential discussion items:
 - Work/life balance and raising kids
 - Working in a specific industry
 - Career goals and planning
 - Timely articles or events
 - Transitioning to a management role
 - Pitfalls to avoid
 - Successes and failures in work

Program Period Closeout Process

- Cocktail hour/wrap-up event scheduled at the end of the Program
- Mentor and Mentee fill out survey and submit any additional feedback

References

CFA Institute – “Society Guide to Administering Mentoring Programs”

Guidance from the following CFA Society’s:

- CFA Society Toronto
- CFA Society San Francisco
- CFA Society San Antonio
- CFA Society Montreal
- CFA Society Los Angeles