

## **Mentor/Coach Contract**

*By choosing to participate in the NCMA North Texas Chapter Employment Mentor/ Coaching Initiative I agree to serve as a mentor/coach for interested members. I also agree to the following:*

### **General--**

- Follow all rules and guidelines as outlined herein and by the program coordinator, the NCMA North Texas Chapter president and board of directors.
- Be flexible and provide the requested assistance and advice to help my interested mentee/coaching candidate succeed.
- Inform the program coordinator (Chapter Employment Chair, Nate Kilgore) of any difficulties or areas of concern that may arise.
- Notify the program coordinator if I have any changes in contact information or employment status.
- Keep any information that my mentee/coaching candidate tells me confidential.
- This is a volunteer initiative and the Chapter provides no financial support to participants.
- Mentee/coaching candidates are not bound to follow any advice, tips, or recommendations provided by me and as such the candidate bears responsibility for results.

### **Specific Tasks—**

Some of the areas that I may be asked to provide mentoring or coaching include but are not limited to:

- How to prepare for a new contracting position or career move.
- How/where to seek a specific type of contracting job opportunity.
- Providing critique/advice of mentee/coaching candidate resume
- Providing critique/advice of mentee/coaching candidate interview skills
- Providing general career advice

### **My Commitment—**

- Is for a one year period or some lesser time as agreed to by the program coordinator.
- Not more than one mentoring/coaching opportunity will be referred to me at any one time.
- The program coordinator will inform me upfront of the specific assistance the mentee/coaching candidate is seeking so that I can decide if the candidate is a good fit for me.
- I will make initially contact with the mentee/coaching candidate within 3 business days to establish a mutually agreeable time to meet or talk via phone.
- In my first conversation with him or her I will confirm my understanding of the specific advice or assistance the mentee/candidate is seeking from me.
- I have the right to decline any mentoring/coaching opportunity for any reason, although once I agree to start, I will follow-through with the promised assistance.
- After I provide the assistance as requested, my obligation to the mentee/candidate is complete, unless we mutually agree on continued interaction.

### **What this Program is—**

- A volunteer service offered by NCMA North Texas Chapter members for NCMA North Texas Chapter members.

### **What this Program is not—**

- A training, education, or study program.
- An avenue to recruit employees or fill positions for your company or organization.
- In any way affiliated with or a substitute for any company or employer's mentorship/coaching program.

*By completing and providing the information below, I agree to follow all the above stipulations of this program as well as any other conditions as instructed by the program coordinator at this time or in the future.*

**Mentor/Coach Contact Information**

Fax form Nate Kilgore NCMA NTX Chapter Employment Chair, [nkilgore@nish.org](mailto:nkilgore@nish.org)  
817-622-7011 (voice) 817-652-1032 (fax).

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

1. Current Employer: \_\_\_\_\_

2. Current Position: \_\_\_\_\_

3. Total Years of Contracting or Purchasing Experience: \_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Recommended Contact Phone Number: \_\_\_\_\_

6. NCMA Member? Yes\_\_\_ No\_\_\_ If “Yes,” NCMA Chapter:

7. Do you have any additional comments or caveats related to your participation in this program?

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Questions? Contact the Program Coordinator: Nate Kilgore/NCMA NTX Chapter Employment Chair/ [nkilgore@nish.org](mailto:nkilgore@nish.org) (817)-622-7011