

## Sample Agreement to Participate in Mentor-Protégé Program

### **Mentor-Protégé Program Participation Agreement**

#### **Preamble:**

As participants in the \_\_\_\_\_[Name]\_\_\_\_\_mentor-protégé program, we shall use all of our ability, in an atmosphere of enthusiasm and mutual professionalism, to strengthen the construction industry in a manner that is beneficial and effective for all parties, which meets the stated mission, goals and objectives of the mentor-protégé program, and provides maximum benefit to the community.

#### **Relationships:**

The relationships among mentors, protégés and the program sponsor are all voluntary. All parties will foster open, candid and timely communications that avoid surprises.

#### **Commitments:**

The mentor is committed to providing an adequate amount of time. The protégé is committed to keeping the mentor fully informed. The program sponsor is committed to coordinating the entire effort. Each will act with a sense of urgency and mutual respect for each other's time.

#### **Duties -- Mentors:**

- attend meetings
- review protégé's materials (business plan, action plan, etc.)
- review protégé's key indicators (cash flow, bonding, bids, projects, etc.)
- recommend areas for improvement
- follow-up on mutual agreements for action

#### **Duties -- Protégé:**

- attend meetings
- present complete and up-to-date information (business and action plans, cash flow, bonding, bids, work in progress, etc.)
- implement changes mutually agreed upon
- request assistance as necessary

#### **Duties -- Program Sponsor:**

- provide oversight
- facilitate support services
- run board meetings
- receive status reports

#### **Performance Measures**

- Protégés will demonstrate continuous improvement from quarter-to-quarter and year-to-year in their capital, capacity and other key indicators.
- Protégés will transition from the program in one to three years.
- Protégés will show a higher than industry average survival rate.

\_\_\_\_\_ [Protégé] \_\_\_\_\_ [Mentor] \_\_\_\_\_

By \_\_\_\_\_ By \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ [Mentor] \_\_\_\_\_ [Program Sponsor] \_\_\_\_\_

By \_\_\_\_\_ By \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_