

NAHB Leadership Connect: Apprentice Job Description

Leadership Connect is a yearlong program with a number of built-in touchpoints and opportunities for face-to-face interaction at the association's leadership meetings. Adviser-apprentice pairings will be facilitated by the association for one year. At the conclusion of the program, advisers and apprentices are permitted to continue meeting independently.

A leadership connect relationship is an exchange of ideas and knowledge that creates a shared understanding for both the adviser and apprentice. It's a two-way street, based on mutual respect, in which both gain from the experience.

Apprentice Duties and Responsibilities:

- Meetings
 - Participate in an introductory call or virtual meeting with your adviser before the NAHB Spring Leadership Meeting.
 - Be receptive to meeting your new adviser. Participate in an initial conversation and introduce yourself before NAHB's Spring Leadership Meeting. Meet in-person, over the phone or virtually.
 - Meet with your adviser face-to-face at NAHB leadership meetings.
 - NAHB leadership meetings are a terrific opportunity to connect in-person. Sit down with your adviser in a relaxed setting and catchup on important information from that day's meetings.
 - Connect with your adviser virtually or in-person, at least once in between each NAHB leadership meeting.
 - Keep the momentum going, make time between each NAHB Leadership Meeting to connect with your adviser. Take the opportunity to ask about important governance issues and discuss your career.
- Development
 - Commit to the process of fostering a positive and honest relationship with your adviser.
 - Don't be fooled, adviser-apprentice relationships aren't one-sided, they are a two-way street. While advisers are responsible for making initial contact and providing guidance, apprentices must be active participants in the partnership.
 - Be open to learning.
 - Like your adviser, an apprentice should approach the relationship with an open mind. Try to keep preconceived notions aside while opening your mind to new thoughts and ideas.
 - Actively participate and follow through with your adviser.
 - Engage in your own learning by asking thoughtful questions, setting goals between meetings and being open to feedback. Follow through on advice received from your adviser.
 - Make a serious effort to learn more about leadership opportunities at NAHB's Federation level.

- NAHB committees give members with common interests an outlet to exchange ideas, develop policy, champion and take action on efforts to support and improve the home building industry. Work with your adviser to enhance your institutional knowledge by staying up to date on important NAHB issues and deadlines.
- Listen and evaluate your adviser's suggestions.
 - To gain a more objective viewpoint, an apprentice must be open to feedback and remain willing to look at situations from another perspective. Remember that your adviser is there for you, but chiefly as a guide. As an apprentice, it is your responsibility to evaluate the information provided and plot a course of action.
- Perform a self-assessment: What skills or knowledge do I need to acquire in order to better serve NAHB at a leadership level?
 - The success of a coaching relationship is influenced by the apprentice's awareness of his/her strengths and weaknesses. Conduct a self-assessment, which will help determine what you want to achieve through the program.