



# Leadership North Carolina

## Program Protocols - Class XXV

**1. Attendance:** To graduate from Leadership North Carolina, a participant is expected to attend all sessions in their entirety. Attendance at the Orientation session is mandatory. Failure to attend Orientation in full (including the Tuesday evening reception and the Wednesday evening class dinner) requires withdrawal from the program. Absences at the five remaining sessions are counted in segments – there are 25 segments during the program year (five sessions with five segments each: each morning or afternoon counts as one segment, as does the class dinner). If more than six segments are missed, the participant is automatically withdrawn from the program.

There are no “excused absences” – the Board of Directors’ policy since LNC’s inception has been that missing more than the number of segments outlined here results in an unrecoverable loss of content and class interaction, even if due to work, illness, or emergency.

**2. Non-Refundable Program Fee:** If a participant withdraws or is dismissed from the program at any time for any reason, that participant shall not be entitled to have any portion of his or her program fee refunded. The program fee is not transferable from one year to the next.

### **3. Schedule for Class XXV (2017 – 2018):**

- Dates and locations:
  - **Orientation** - October 3 - 5, 2017 - Boone
  - **Government** - November 7 - 9, 2017 - Raleigh
  - **Education** - December 5 - 7, 2017 - Greensboro
  - **Health and Human Services** - February 6 - 8, 2018 - Charlotte
  - **Economic Development** - March 6 - 8, 2018 - Pembroke
  - **Environment** - April 10 - 12, 2018 - Asheville
  - **Planning Meeting/Graduation** - May 10, 2018 - Raleigh
- Orientation runs Tuesday, October 3, at 2:00 pm through Thursday, October 5, at 12:15 pm. An optional lunch is offered at 12:15 pm on Thursday. Attendance at the full Orientation session is mandatory. Missing any element of Orientation requires withdrawal with no refund.
- The five topic-specific sessions follow this schedule: Tuesday optional activity 2:00 - 4:00 pm and optional evening reception 5:30 - 7:00 pm; Wednesday required morning, lunch, and afternoon segments and class dinner; Thursday required morning, lunch, and afternoon segments, adjourning around 3 pm.
- The required planning committee meeting runs 8:00 am – 2:30 pm on Thursday, May 10. The graduation ceremony begins that afternoon at 4:00 pm, with a reception immediately following.
- Each participant will be assigned to a Learning Team for the program year. Learning Teams schedule required 1-hour-long phone calls between each session (monthly from October through May). For some sessions, participants are asked to review materials in advance to enhance the session experience. There are no other requirements outside the scheduled session programming.

**4. Program Planning Committee:** Participation in Leadership North Carolina is a two-year commitment. The schedule for the first year is outlined above. Following graduation, each participant is required to serve on a planning committee for one of the five program sessions or play another role in preparing the program for the following class. There is one in-person meeting held the day of graduation (May 10, 2018). The remainder of the planning, research, and outreach to presenters is done by conference call (approximately one call per month) and email. Planning committee members are expected to attend the session they help plan.

**5. Conduct:** Participants are neither employees nor agents of LNC but are expected to conform with basic standards of conduct as a condition of their affiliation with LNC. Any conduct that discriminates, threatens, intimidates, or coerces on any basis a fellow participant, LNC employee, Board member, volunteer, visitor, or a member of the public involved in LNC activities at any time, including not only LNC sessions as described above, but also non-business and/or purely social functions associated with the LNC program, will not be tolerated and will result in immediate dismissal from the program. This prohibition includes, but is not limited to, all acts of inappropriate conduct as described above or discrimination, including harassment or discrimination that is based on an individual's gender, race, age, disability, religion, national origin, sexual orientation, or any characteristic protected by federal, state, or local law. Any individual who believes he or she has been subject to conduct in violation of this policy

should immediately report his or her concern to the LNC president, or alternatively, if the complaint involves the LNC president, to the LNC Board Chair. The organization will follow the process outlined in the whistleblower policy.

**6. Overnight Accommodations:** As outlined in the application information, the program fee covers all expenses *except* your individual travel to and from each session and overnight accommodations. With the exception of the Orientation session, you will be responsible for making your own reservations at the identified base hotel for each session (lodging form will be available prior to Orientation).

**7. Meals and Special Needs:** Your program fee includes the following meals: Tuesday evening's optional reception (heavy hors d'oeuvres); breakfast, lunch, and dinner on Wednesday; and breakfast and lunch on Thursday. Snacks are provided each morning and afternoon. If you have dietary restrictions or any other special needs, please let us know so that we may make necessary arrangements.

**8. Phone Calls:** As a courtesy to speakers and fellow participants, mobile devices should be in silent mode during session and their use limited.

**9. Guests:** The program year is designed for you and your classmates. Participants are notified when there is an opportunity for guests to attend. Otherwise, please do not invite guests to attend LNC activities. Occasionally, LNC Board members and alumni attend a session.

**10. Participation:** You are strongly encouraged to participate and share your thoughts and views during each session. Remember, speakers often need to be challenged to get to the "meat of the issues." To maximize class participation, please allow others to speak if you have already spoken.

**11. Special Interest Affiliation and Individual Views:** LNC is a non-partisan and non-sectarian organization and will not engage in any activities favoring or opposing the election, platform, or views of any political or special interest party, group, or faction, nor will it attempt to develop or promote any policies or positions. However, we do expect individual participants to be free to share their views with our speakers and with each other, recognizing that our objective is to inform and understand and not to condemn any views, coerce others to a particular viewpoint, or reach consensus as a group.

**12. Confidentiality:** Candid discussions and exchange of opinions and ideas are made possible by the expectation that participants will treat all comments made during any program session as confidential. Participants agree to treat the comments of session speakers, presenters, and participants as confidential. While participants are free to share ideas they learn with non-participants, participants agree that they will not attribute to any speaker the substance of any such comments from a program session to non-participants.

**13. Evaluations:** To continuously improve the LNC program, you will be asked to complete an evaluation form at the conclusion of each session. Your cooperation in these evaluations is most appreciated and will help to serve future classes.

**14. Attire:** Dress for LNC sessions is generally business casual attire. Individual segments of some session agendas may call for either business attire (receptions, etc.) or casual/outdoor attire (field trips, outdoor activities, etc.). Your session agendas will be distributed in advance with recommendations for appropriate attire.

**15. Class Materials:** All class information will be posted under the "Class XXV Materials" tab of the LNC website ([www.leadershipnc.org](http://www.leadershipnc.org)).

**16. Inclement Weather:** We will still meet if there is inclement weather. In the event of snow or ice, call the Leadership North Carolina office at (919) 803-5324 for a recorded message.

**17. Emergency Contact:** If, after close of business on the day before the beginning of session, you wish to contact or leave a message with LNC regarding your participation in that week's activities, contact Kelly Turner via email at [kelly@leadershipnc.org](mailto:kelly@leadershipnc.org) or by text at (919) 523-4336.

**18. Scholarship Campaign:** Each member of the participating class is asked to make a contribution based on his or her ability and the value they find in the LNC program to the William Garrett Fund. This fund provides partial need-based scholarships to future LNC participants. The class sets the fundraising goal, with a primary goal of 100% class participation.