



Leadership North Carolina Class 30

Planning Committee Position Descriptions for 2023 – 2024

Planning for Class 31 (2023-2024)

The success of the Leadership North Carolina model is due in large part to the diligent and creative work of each year's newest alumni. The requirement set forth during your application process is that you participate in shaping the program for the following year. As graduates of Class 30, you will have the opportunity to shape the program experience for members of Class 31.

Please review the following position descriptions and schedule. As you head into your spring LNC sessions, think about which session you'd most like to help contribute to or which of the other role(s) might be a good fit. We encourage you to reach out to members of Class 29 through the contact information in each session's speaker directory or to connect with other LNC alumni to talk about their roles and experience in the planning process. Use [this survey](#) by **Friday, April 14**, to indicate your top three choices.

Available positions are:

- Program Chair*
- Session Co-Chair (2 per session)
- Session Planning Team Member (8-10 per session)
- Alumni Representative
- Recruitment Liaison

*Anyone interested in the program chair role should express their interest by email to Kelly@leadershipnc.org by **Friday, March 24**. This helps the LNC team and past program chairs answer any questions prior to the April 14 survey deadline. Your outreach only reflects an expression of interest and does not commit you to applying for this role.

Selection Process

A selection committee of LNC alumni and staff will review all surveys, including the narrative responses required for anyone interested in the program chair, alumni representative, recruitment liaison, or committee co-chair roles. Interviews with program chair candidates will be recorded on April 14 and 17 for review by the selection committee. Calls will also be scheduled between April 14 and 19 with candidates for the alumni representative and recruitment liaison roles to discuss details of each position and answer any questions.

The selection committee will strive to give participants one of their top three choices while also balancing the committees and making sure all roles are filled. Assignments will be announced as soon as they are finalized by the selection committee and well in advance of the May 10, 2023, planning meeting in Raleigh. A required planning call with the selected program chair and all selected session co-chairs will be held on Friday, April 28, to prepare for the May 10 planning meeting. Please protect that date if you are interested in one of these positions.

2023-2024 Schedule

- Planning Meeting: May 10, 2023, Raleigh (Held prior to the graduation ceremony and required for all members of Class 30)
- Orientation: October 3-5, 2023, Boone
- Government: November 7-9, 2023, Raleigh
- Education: December 5-7, 2023, Greensboro
- Health and Human Services: February 6-8, 2024, Greenville
- Economic Development: March 5-7, 2024, Charlotte
- Environment: April 9-11, 2024, Asheville
- Graduation: May 7-8, 2024, Raleigh

Program Chair Position Description

Time Commitment

- Attend May 10, 2023, planning meeting in Raleigh (prior to Class 30 graduation).
- Attend Orientation in Boone, October 3-5, 2023.
- Attend all five topic-specific sessions throughout the program year (see schedule above).
- Attend the two-day Class 31 Inclusive Leadership Training on either January 8-9, 2024, or January 10-11, 2024.
- Attend Class 31 Graduation in Raleigh (May 8, 2024).
- Participate in Board of Directors meetings (February, May, September, and December) and other selected committee meetings throughout the year.

Responsibilities

This role includes a position on LNC's Board of Directors

- Serve as chair of the full Class 30 program planning committee.
- Participate in initial planning call for each session planning committee.
- Participate in as many planning committee conference calls as possible (1-2 per month per committee during program planning for each session).
- Oversee Class 31 Learning Teams, including compiling monthly call notes and facilitating reflections and discussion segments at each session.
- Provide guidance, oversight, and support to committee members.
- Encourage and support engagement from all committee co-chairs and planning committee members.
- Provide feedback to staff and committee members on general personality, makeup, and learning style of class.
- Assist program director in session preparation as needed.
- Assist during each session with speaker introductions, meeting facilitation, and other tasks.
- Conduct welcome and wrap-up for each session.
- Provide feedback to program director and LNC staff on ways to strengthen the program.
- Serve as a member of Leadership North Carolina's Board of Directors for up to two two-year terms. The Board of Directors meets each February, May, September, and December. Participation in the annual Board of Directors Development Campaign is required of all Board members.
- Provide reports on program and session outcomes to LNC Board in partnership with LNC staff.
- Be actively engaged in the 2023 Alumni Campaign.
- Suggest funding opportunities for LNC staff to pursue and assist as possible.
- Serve as a member of the Class 31 and 32 selection committees, reviewing and evaluating all applications for membership in Class 31 in July 2023 and Class 32 in July 2024.

- Serve as board liaison to the Class 32 (2023-2024) recruitment committee, working to maintain communication between the board and the recruitment committee/program director. Help identify and facilitate recruitment outreach efforts and identification of prospective applicants.
- Serve as an ambassador for LNC to the board, alumni, and class members as well as to external parties.
- Represent and advocate for LNC whenever possible.

Commitment from LNC Staff

- LNC staff will provide the program chair with timely and detailed communication concerning tasks, important dates, and session materials.
- LNC staff will collaborate with the program chair to prepare for each session and to support program chair's engagement with Class 31.
- LNC staff will include the program chair in all relevant committee, board, and class communication.
- LNC staff will be available and responsive to the program chair.
- LNC staff will be mindful and respectful of the program chair's time, obligations, and resources.

Leadership North Carolina will cover hotel costs for the program chair to attend all Class 31 sessions.

Session Co-Chair Position Description

Time Commitment

- Attend May 10, 2023, planning meeting in Raleigh and co-facilitate committee's breakout session (prior to Class 30 graduation)
- Co-facilitate planning committee calls (1-2 per month until assigned session)
- Conduct speaker research and outreach and keep committee on track between planning calls
- Attend full course of assigned session

Responsibilities

All responsibilities are to be fulfilled in partnership with fellow session co-chair.

- Serve as leader of one designated session planning committee.
- Co-facilitate the committee's May 10, 2023, planning breakout session.
- Help the committee define its goals for the session and determine how to meet them.
- Communicate regularly with fellow co-chair and with LNC's program director and program chair.
- Develop committee conference call agendas in consultation with co-chair and LNC program director.
- Guide all committee conference calls in partnership with committee co-chair and program director.
- Assist committee members, program director, and LNC staff in identifying appropriate topics and speakers.
- Provide guidance and support to committee members.
- Encourage engagement of all committee members.
- Assist in delegating tasks to and managing participation of committee members.
- Keep committee members on track and verify that evolving session agenda remains consistent with defined session goals.
- Assist in securing and confirming session speakers.
- Assist in communication to speakers, committee members, and class members.
- Assist with welcome, facilitated discussions, and wrap-up at designated session.

- Present session overview during the first morning of the session, highlighting the goals and purpose for each topic of discussion.
- Help program director coordinate on-site logistics.
- Assist during session with speaker introductions, facilitation, and other tasks as needed.
- Suggest funding opportunities for LNC staff to pursue and assist as possible.
- Serve as an ambassador for LNC to alumni and class members as well as to external parties. Represent and advocate for LNC whenever possible.

Commitment from LNC Staff

- LNC staff will provide the committee co-chairs with timely and detailed communication concerning tasks, important dates, and session materials.
- LNC's program director will coordinate scheduling of planning committee calls in consultation with session co-chairs.
- LNC's program director will provide regular updates to session co-chairs and committee members, including summaries of all planning discussions and session developments.
- LNC staff will include the committee co-chairs in all committee and relevant class communications.
- LNC staff will be available and responsive to the committee co-chairs.
- LNC staff will be mindful and respectful of the committee co-chairs' time, obligations, and resources.

Each committee co-chair is responsible for the cost of hotel and travel associated with the session they plan.

Session Planning Committee Member Position Description

Time Commitment

- Attend May 10, 2023, planning meeting in Raleigh (prior to Class 30 graduation)
- Participate in planning committee calls (1-2 per month until assigned session)
- Conduct speaker research and outreach between planning calls
- Attend full course of assigned session

Responsibilities

- Serve as a member and active participant on one session planning committee.
- Identify, invite, confirm, and support session speakers in partnership with committee, committee co-chairs, and LNC program staff.
- Suggest funding opportunities for LNC staff to pursue and assist as possible.
- Assist during session with speaker introductions, facilitation, and other session-related tasks.
- Serve as an ambassador for LNC to alumni and class members as well as to external parties.
- Represent and advocate for LNC whenever possible.

Commitment from LNC Staff

- LNC staff will provide planning committee members with timely and detailed communication concerning tasks, important dates, and session materials.
- LNC's program director will provide regular updates to session co-chairs and committee members, including summaries of all planning discussions and session developments.
- LNC's program director will coordinate scheduling of planning committee calls.
- LNC staff will include committee members in all committee and relevant class communications.
- LNC staff will be available and responsive to the committee member.

- LNC staff will be mindful and respectful of the committee member's time, obligations, and resources.

Each committee member is responsible for the cost of hotel and travel associated with the session they plan.

Alumni Representative Description

Time Commitment

- Attend May 10, 2023, planning meeting in Raleigh (prior to Class 30 graduation)
- Participate in alumni regional council meetings and other selected committee meetings throughout the year.
- Attend as many LNC events as possible, including session receptions, graduation, LNC Forum, and alumni programming.

Responsibilities

- Serve as an alumni representative for a two-year term, working closely with the alumni director and the alumni committee.
- Serve on the appropriate regional alumni council, help plan events in support of the ongoing alumni program, and work with LNC's alumni director to strengthen LNC's alumni programming.
- Provide guidance, encouragement, and support to alumni committee members and event volunteers.
- Provide feedback to LNC staff on ways to strengthen alumni engagement and outreach.
- Serve as the main liaison for LNC staff in organizing and engaging past program and alumni chairs in support of the 2024 Alumni Campaign.
- Serve as an ambassador for LNC, alumni, and class members as well as to external parties.
- Represent and advocate for LNC whenever possible.

Commitment from LNC Staff

- LNC staff will provide the alumni committee representative with timely and informative communication concerning tasks, important dates, and session materials.
- LNC staff will include the alumni committee representative in all relevant committee and class communication.
- LNC staff will be available and responsive to the alumni committee representative.
- LNC staff will be mindful and respectful of the alumni committee representative's time, obligations, and resources.

Recruitment Liaison Description

Time Commitment

- Attend May 10, 2023, planning meeting in Raleigh (prior to Class 30 graduation).
- Participate in virtual recruitment committee meetings, to be scheduled approximately every quarter.
- Attend as many LNC events as possible, including session receptions, LNC Forum, and alumni programming.
- The recruitment liaison role is a two-year commitment and will be busiest from January – June each year. If interested, the recruitment liaison may also serve on a session planning team. This is not required.

Responsibilities

- Serve as a recruitment liaison for a two-year term, working closely with the program director and the recruitment committee.

- Participate in virtual recruitment sessions to be scheduled in March and April.
- Identify and support strategies for outreach and opportunities for engaging new applicants.
- Help LNC connect with applicants from counties and groups historically underrepresented in LNC's applicant pool and alumni base.
- Be available as a resource for prospective applicants with questions about the program experience.
- Present LNC program information to groups and individuals to encourage interest and applications.
- Provide feedback to LNC staff on ways to strengthen recruitment efforts.
- Serve as an ambassador for LNC, alumni, and class members as well as to external parties.
- Represent and advocate for LNC whenever possible.

Commitment from LNC Staff

- LNC staff will provide the recruitment liaison with timely and informative communication concerning tasks, important dates, and recruitment materials.
- LNC staff will include the recruitment liaison in all relevant committee communication.
- LNC staff will be available and responsive to the recruitment liaison.
- LNC staff will be mindful and respectful of the recruitment liaison's time, obligations, and resources.