



## Leadership North Carolina Class 31

### Planning Committee Position Descriptions for 2024 – 2025

#### Planning for Class 32 (2024-2025)

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 31, you will have the opportunity to shape the program experience for members of Class 32.

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 12**, 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)

\*Anyone interested in the program chair role should express their interest by email to [Kelly@leadershipnc.org](mailto:Kelly@leadershipnc.org) by **Friday, March 22**. This helps the LNC team and past program chairs answer any questions prior to the April 12 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 or committee co-chair roles. Interviews with program chair candidates will be recorded on April 12 and 15 for review by the selection committee.

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 8, 2024, planning meeting in Raleigh. A required planning call with the selected program chair and all selected session co-chairs will be held on Monday, April 29, to prepare for the May 8 planning meeting. Please protect that date if you are interested in one of these positions.

## 2024-2025 Schedule

- Planning Meeting: May 8, 2024, Raleigh (Held prior to the graduation ceremony and required for all members of Class 31)
- Orientation: October 8-10, 2024, Boone
- Government: November 12-14, 2024, Raleigh
- Education: December 10-12, 2025, Greensboro
- Inclusive Leadership: January 6-7 and 9-10, 2025, Triangle
- Economic Development: February 4-6, 2025, Wilmington
- Health and Human Services: March 4-6, 2025, Charlotte
- Environment: April 8-10, 2025, Asheville
- Graduation: May 6-7, 2025, Raleigh

## Program Chair Position Description

### Time Commitment

- Attend May 8, 2024, planning meeting in Raleigh (prior to Class 31 graduation).
- Attend Orientation in Boone, October 8-10, 2024.
- Attend all five topic-specific sessions throughout the program year (see schedule above).
- Attend one two-day Inclusive Leadership Training in January (optional)
- Attend Class 32 Graduation in Raleigh, May 7, 2025.
- 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 31 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 32 Learning Teams, including reviewing monthly call notes and facilitating reflections and discussion segments at each session.
- Provide guidance, oversight, and support to planning committee members.
- Encourage and support engagement from all planning 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 and content development.
- Assist during each session with speaker introductions, meeting facilitation, planning committee coordination, and other tasks as needed.
- Facilitate 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 one year, with option to extend for a second year. 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 2024 Alumni Campaign.
- Suggest funding opportunities for LNC staff to pursue and assist as possible.
- Serve as a member of the Class 32 and 33 selection committees, reviewing and evaluating all applications for membership in Class 32 in July 2024 and Class 33 in July 2025.

- Serve as board liaison to the Class 33 (2024-2025) 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 32.
- 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 32 sessions.

#### Session Co-Chair Position Description

##### Time Commitment

- Attend May 8, 2024, planning meeting in Raleigh and co-facilitate committee's breakout session (prior to Class 31 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.*

- Co-lead one designated session planning committee.
- Co-facilitate the committee's May 8, 2024, 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 during session with welcome, speaker introductions, facilitating discussions, wrap-up, committee coordination, and other tasks as needed.

- Present session overview during the first morning of the session, highlighting the goals and purpose for each topic of discussion.
- Support program director and program chair with on-site logistics.
- 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. Hotel costs will be covered for recipients of BCBSNC or UnitedHealthcare full scholarship support.

#### **Session Planning Committee Member Position Description**

##### **Time Commitment**

- Attend May 8, 2024, planning meeting in Raleigh (prior to Class 31 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. Hotel costs will be covered for recipients of BCBSNC or UnitedHealthcare full scholarship support.