



# Leadership North Carolina

## Program Protocols – Class 31

**1. Attendance:** To graduate from Leadership North Carolina, participants are expected to attend all sessions in their entirety. Attendance at the October Orientation session and at the January Inclusive Leadership Training is mandatory. Failure to attend Orientation or the Inclusive Leadership Training in full requires withdrawal from the program. Absences at the five remaining sessions are counted in segments. There are 25 segments during the program year: each morning or afternoon counts as one segment, as does the class dinner.

There are no “excused absences.” If a participant misses more than six segments, they are automatically withdrawn from the program. 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. Program Fee Policy:** If a participant withdraws or is dismissed from the program at any time for any reason, that participant shall not 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 31 (2023 - 2024):** The dates, locations, and session structure for the full program year are outlined below. Start and end times may shift slightly for individual session elements.

- **Orientation Session:** Boone, October 3-5, 2023 (mandatory)
- **Program Sessions**
  - **Government:** Raleigh, November 7-9, 2023
  - **Education:** Greensboro, December 5-7, 2023
  - **Inclusive Leadership:** The Triangle, January 8-9 OR January 11-12, 2024 (mandatory) (hold both sets of dates)
  - **Health and Human Services:** Greenville, February 6-8, 2024
  - **Economic Development:** Charlotte, March 5-7, 2024
  - **Environment:** Asheville, April 9-11, 2024
- **Planning Meeting/Graduation:** Raleigh, May 7-8, 2024

### Orientation Session Schedule

Tuesday	Wednesday	Thursday
Session: 2:00 – 4:30 pm	Breakfast: 8:00 – 8:30 am	Breakfast: 8:00 – 8:30 am
Class Picture: 4:45 pm	Session: 8:30 am – 4:00 pm	Session: 8:30 am – 12:30 pm
Reception: 5:00 – 6:30 pm	Class Dinner: 6:45 pm	Lunch: 12:30 – 1:30 pm (optional)

Participation in the full Orientation session is mandatory. Missing any element of Orientation other than the optional breakfasts or the optional Thursday lunch requires withdrawal with no refund.

### Program Sessions Schedule

Tuesday	Wednesday	Thursday
Optional Activity: 2:00 – 4:30 pm	Breakfast: 8:00 – 8:30 am	Breakfast: 8:00 – 8:30 am
Optional Reception: 5:30 – 7:00 pm	Session: 8:30 am – 4:30 pm <sup>^</sup>	Session: 8:30 am – 2:30 pm <sup>^</sup>
	Class Dinner: 6:30 pm <sup>^</sup>	

<sup>^</sup>Counts towards program attendance requirement.

### Inclusive Leadership Training Schedule\*

January 8 and 9	OR	January 11 and 12
8:00 am – 5:30 pm		8:00 am – 5:30 pm

\*Applicants should hold both sets of dates. Members of LNC Class 31 will be assigned to one of two cohorts for the two-day training. Participation in this training is mandatory. Failure to attend the full training requires withdrawal with no refund.

## Planning Meeting and Graduation Schedule

Tuesday	Wednesday
Reflections: 2:00 – 4:30 pm	Planning Meeting: 8:30 am – 3:00 pm <sup>#</sup>
Class Gathering: 5:00 – 6:30 pm	Graduation Ceremony: 4:00 pm
	Reception: Immediately following ceremony

<sup>#</sup>Required

**Monthly Learning Team Calls, Class Connections Calls, and Homework:** Each participant will be assigned to a Learning Team for the program year. Learning Teams schedule 1-hour-long phone calls between each session (monthly from October through May). Calls are optional but encouraged. For each session, participants are asked to review materials in advance to enhance the session experience. The LNC team may also facilitate optional Class Connections calls between each session as an additional opportunity to build community with fellow participants. These are the only time commitments outside the scheduled session programming.

**4. COVID-19 Protocols:** The safety of our participants, partners, and staff and the quality of the Leadership North Carolina program experience are LNC’s top priorities. Policies related to COVID testing, masking, and social distancing will be defined in consultation with LNC’s Health Advisory Task Force. Compliance with these policies will be mandatory for attendance and participation in all in-person LNC programming and events. **LNC strongly encourages all participants to be fully vaccinated and boosted before attending in-person programming.** LNC reserves the right to shift any session(s) to a virtual format as dictated by continued impacts of COVID-19 and any variants on organizations, vendors, and venues and in keeping with government regulations and recommendations. Shifting any session or sessions to a virtual format will not impact the program fee.

**5. Program Planning Committee for Year 2:** 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 8, 2024). The remainder of the planning, research, and outreach to presenters is done by Zoom (approximately one one-hour meeting per month) and email. Planning committee members are expected to attend the session they help plan.

**6. 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, alumnus, 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, gender identity, 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.

**7. Overnight Accommodations:** As outlined in the application information, the program fee covers all expenses *except* individual travel to and from each session and overnight accommodations. Participants are responsible for making their own reservations at the identified base hotel for each session. A list of designated hotels will be provided.

**8. Meals and Special Needs:** The program fee covers the following for each session: Tuesday evening’s optional reception (heavy hors d’oeuvres); breakfast, lunch, and dinner on Wednesday; and breakfast and lunch on Thursday. Snacks are also provided. We will do our best in partnership with vendors to accommodate dietary restrictions shared with us in advance.

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

**10. Guests:** The program year is designed for participants and their 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.

**11. Engagement:** Participants are strongly encouraged to engage and share 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, participants should allow others to speak if they have already spoken.

**12. Virtual Session Protocols:** For any sessions or events conducted on a virtual platform, participants are requested to use their cameras and to be visible to their classmates whenever possible. Recommendations and guidelines for effective virtual interaction with classmates and presenters will be provided. To protect the confidentiality of participants and presenters, no session content may be recorded or shared by participants at any time.

**13. 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.

**14. 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.

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

**16. Attire:** Dress for LNC sessions is generally business casual attire. Individual segments of some session agendas may call for either business attire or casual/outdoor attire. The session agendas distributed in advance will include recommendations for appropriate attire.

**17. Class Materials:** All class information will be posted in the Class Portal of the LNC website and updated throughout the program year.

**18. Inclement Weather:** We will still meet if there is inclement weather. Updates will be shared via email and posted at [www.leadershipnc.org](http://www.leadershipnc.org).

**19. 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.

**20. 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.