



Leadership North Carolina Class XXVI

Planning Committee Position Descriptions for 2019-2020

Planning for Class XXVII

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 expectation, set forth during your application process, is that you participate in shaping the program for the following year. As graduates of Class XXVI, you will have the opportunity to guide and influence the program experience for members of Class XXVII.

Near the end of your program year you will be asked to indicate your top three choices for your role in next year's planning process. Please review the following program descriptions and schedule. As you participate in the remaining sessions, think about which session you'd most like to help construct or which of the other roles might be a good fit. Take advantage of the remaining sessions to talk to the Class XXV members who have been involved in planning your program year.

Descriptions of the positions and their responsibilities are included below. Thanks in advance for being part of this invaluable planning process.

2019-2020 Schedule

- Planning Meeting: Raleigh, May 9, 2019—required for all members of Class XXVI
- Orientation: Boone, October 1-3, 2019
- Government: Raleigh, November 5-7, 2019
- Education: Greensboro, December 3-5, 2019
- Health and Human Services: Charlotte, February 4-6, 2020
- Economic Development: New Bern, March 3-5, 2020
- Environment: Asheville, March 31-April 2, 2020
- Graduation: Raleigh, May 14, 2020

Session Planning Committee Member Position Description

Time Commitment

- Attend May 9, 2019, planning meeting in Raleigh
- Participate in planning committee conference calls (1-2 per month until assigned session)
- Attend full course of assigned session

Responsibilities

- Serve as a member and active participant on one planning committee.
- Assist committee co-chairs and program director with identifying, securing, confirming, and supporting session speakers.
- Suggest funding opportunities for LNC staff to pursue and assist as possible.
- Assist during session with speaker introductions, handouts, and other session-related tasks.
- 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 planning committee members with timely and informative communication concerning tasks, important dates, and session materials.
- 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.

Note: The committee member is responsible for the cost of hotel and travel associated with each session.

Session Co-Chair Position Description

Time Commitment

- Attend May 9, 2019, planning meeting in Raleigh
- Participate in planning committee conference calls (1-2 per month until assigned session)
- 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 9, 2019, planning session in Raleigh.
- 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 during session.
- Assist during session with speaker introductions, handouts, and other tasks as needed.
- Suggest funding opportunities for LNC staff to pursue and assist as possible.
- 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 committee co-chairs with timely and informative 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.

Note: Each committee co-chair is responsible for the cost of hotel and travel associated with each session.

Program Chair Position Description

Time Commitment

- Attend May 9, 2019, planning meeting in Raleigh
- Attend Orientation in Boone (October 1-3, 2019)
- Attend all five topic-specific sessions throughout the program year
- Attend Graduation in Raleigh (May 14, 2020, 4 pm)
- Participate in Board of Directors meetings (November, January, and May) and other selected committee meetings throughout the year.

Responsibilities

- Serve as chair of the full Class XXVII 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 are held during program planning for each session).
- Oversee Class XXVII 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, handouts, 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 November, January, and May. 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 2020 Alumni Campaign.
- Suggest funding opportunities for LNC staff to pursue and assist as possible.
- Serve as a member of the Class XXVII and XXVIII selection committees, reviewing and evaluating all applications for membership in Class XXVII in July 2019 and Class XXVIII in July 2020.
- Serve as board liaison to the Class XXIX (2021-2022) recruitment committee, working October 2020 through June 2021 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 informative communication concerning tasks, important dates, and session materials.
- 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.

Selection Process

LNC will schedule a conversation in April 2019 among the LNC team, the Class XXVI program chair, and each class member interested in serving as program chair to further discuss the class member's interest and details of the position and answer any questions.

Note: Leadership North Carolina will cover hotel costs for the program chair.

Incoming Alumni Chair Position Description

Time Commitment

- Attend May 9, 2019, planning meeting in Raleigh
- Attend the March Economic Development Session in New Bern (March 3-5, 2020) if possible
- Attend 13th Annual Leadership North Carolina Forum in late January, 2020
- Attend as many other session receptions, events, and program sessions as possible.
- Attend Graduation in Raleigh (May 14, 2020, 4 pm)
- Participate in Board of Directors meetings (November, January, and May) and other selected committee meetings throughout the year.
- Serve on your 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.

Responsibilities

- Serve as incoming alumni chair (one year as incoming chair, one year as chair).
- 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 main liaison for LNC staff in organizing and engaging past program and alumni chairs in support of the 2020 Alumni Campaign.
- 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 November, January, and May. Participation in the annual Board of Directors Development Campaign is required of all Board members.
- 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 incoming alumni chair with timely and informative communication concerning tasks, important dates, and session materials.
- LNC staff will include the incoming alumni chair in all relevant committee, board, and class communication.
- LNC staff will be available and responsive to the incoming alumni chair.
- LNC staff will be mindful and respectful of the incoming alumni chair's time, obligations, and resources.

Selection Process

LNC will schedule a conversation in April 2019 among the LNC team, the Class XXVI alumni chair, and each class member interested in serving as alumni chair to further discuss the class member's interest and details of the position and answer any questions.

Note: Leadership North Carolina will cover hotel costs for the incoming alumni chair to attend Orientation and the March session. The incoming alumni chair is responsible for the cost of hotel and travel associated with other LNC sessions and events.