



Leadership North Carolina

Program Protocols - Class XXVIII

1. COVID-19 Adjustments: The safety of our participants, partners, and staff and the quality of the Leadership North Carolina program experience are our top priorities. In keeping with current recommendations regarding COVID-19, the Class XXVIII schedule has been adjusted to host all 2020 programming on a virtual platform. Virtual sessions will include a combination of pre-recorded content, live presentations, real-time interaction with presenters, and opportunities to connect with LNC classmates, alumni, presenters, and guests. Spring programming will proceed in-person as circumstances allow, with requirements regarding masks, temperature checks, and social distancing to be defined in advance of each session. Additional adjustments to the spring schedule will be made as needed.

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. Acknowledging the unique circumstances for the 2020-2021 program year, exceptions to this policy will be considered on an individual basis to prioritize the health and safety of all participants, partners, and staff.

2. Program Fee Policy: As per Leadership North Carolina’s standard 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. Additional programming will be shifted to a virtual platform at the discretion of Leadership North Carolina as circumstances dictate. No further adjustments will be made to the program fee.

3. Schedule for Class XXVIII (2020 - 2021):

- Dates and locations:
 - **Orientation** - October 6 - 8, 2020 - Virtual
 - **Government** - November 4 - 6, 2020 - Virtual (Wed. - Fri.)
 - **Education** - December 1 - 3, 2020 – Virtual
 - **Health and Human Services** - February 2 - 4, 2021 – Charlotte or Virtual – structure to be determined as circumstances dictate
 - **Economic Development** - March 2 - 4, 2021 - Morehead City
 - **Environment** - April 13 - 15, 2021 - Asheville
 - **Planning Meeting/Graduation** - May 12 - 13, 2021 – Raleigh
- Orientation runs Tuesday, October 6, at 2:00 pm through Thursday, October 8, at 12:00 pm. Required programming will end by 5:00 pm each day. Participation in the full Orientation session is mandatory. Missing any element requires withdrawal with no refund.
- Program sessions typically run Tuesday – Thursday. To accommodate Election Day, the November 2020 session will run Wednesday - Friday.
- The virtual sessions (November, December, and possibly February) will include an optional element the afternoon of the first day. Required programming will run within business hours on the second and third day of each session.
- The in-person sessions (February, March, and April) will follow this general 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 2 pm. Times for optional elements may vary slightly.
- An end-of-year reflections session is held on Wednesday, May 12, 2:00 - 5:00 pm. The required planning committee meeting runs 8:00 am - 2:30 pm on Thursday, May 13, 2021. 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 1-hour-long phone calls between each session (monthly from October through May). Calls are optional but encouraged. 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. Participation and Attendance: To graduate from Leadership North Carolina, class members are expected to participate in all required programming. Participation in the full October Orientation session

is mandatory. Failure to take part in all components of Orientation requires withdrawal from the program. Absences at the five remaining sessions are counted in segments. There are 23 required segments during the program year. Each morning or afternoon counts as one segment, as does the class dinner for the in-person sessions. If more than six segments are missed, the participant is automatically withdrawn from the program.

5. 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 13, 2021). 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.

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 your individual travel to and from each in-person session and overnight accommodations for those sessions. You will be responsible for making your own reservations at the identified base hotel for each session. A list of designated hotels will be provided.

8. Meals and Special Needs: For the in-person sessions, 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 also provided. If you have dietary restrictions or any other special needs, please let us know so that we may make necessary arrangements.

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 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.

11. Engagement: You are strongly encouraged to engage 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.

12. Virtual Session Protocols: For the virtual sessions, participants are requested to use their cameras and to be visible to their classmates whenever possible. Recommendations and guidelines for effective interaction with classmates and presenters will be provided, and sessions will be facilitated to maximize connections. To protect the confidentiality of participants and presenters, no session content may be recorded or shared 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, 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.

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. Your session agendas will be distributed in advance with 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 for the in-person sessions if there is inclement weather. Updates will be shared via email and posted at 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 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.