



**LEADERSHIP
GEORGETOWN
APPLICATION PACKET**



LEADERSHIP GEORGETOWN 2018-2019 APPLICATION

Leadership Georgetown is a program which identifies and develops talented and committed citizens who aspire to provide leadership in Georgetown's business and community activities. Leadership Georgetown develops leaders by providing quality, relevant leadership skills training to match the dynamic needs of the community. It explains the essential roles of Georgetown's governmental, educational, economic, and cultural organizations and encourages participants to explore options for personal involvement and relationship building. It creates opportunities for participants to form effective relationships with current, past, and future leaders in the community. Finally, it facilitates the appointment of graduates to leadership roles within the Georgetown Chamber of Commerce and other community organizations.

Tuition for the program is \$ 600.00, payable upon acceptance to the program.

NAME: _____

NICKNAME OR PRFERRED NAME: _____

EMPLOYMENT INFORMATION

EMPLOYER: _____

POSITION: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

PERSONAL DATA

ADDRESS: _____

CELL: _____ **PHONE:** _____

EMAIL: _____

PREFERENCE ON COMMUNICATION

WORK EMAIL: _____ **PERSONAL EMAIL:** _____

PROGRAM AWARENESS & PERSONAL GROWTH

How did you learn about Leadership Georgetown?

Describe areas in which you are willing to provide leadership in the future.

What skills do you hope to gain from your participation in the program?

1.

2.

3.

ADDITIONAL DOCUMENTS

Please include the following with your application.

1. CURRENT RESUME
2. PARTICIPANT PROFILE CONSENT FORM

I have reviewed the program schedule and cleared my calendar to participate in the Leadership Georgetown Program. I commit to attending the opening retreat, all regular sessions, additional events, monthly interviews, and the graduation celebration. If applicable, I have my employer's support as indicated below and we both have reviewed the Leadership Georgetown Policy and Procedure Document and the Leadership Georgetown Class Schedule. If selected, I will devote the time and resources necessary to complete the Program. Even though emergencies do arise, any participant missing more than eight hours, for whatever reason, may be asked to withdraw from the Program. We agree to pay the \$600 in non-refundable tuition costs for the program.

Applicant Signature

Date

Employer Signature

Date

Applications will be due by August 15 at 5:00 p.m.

Return Application to:

Dana Sanders, Business Manager
Georgetown Chamber of Commerce
1 Chamber Way Georgetown, TX 78627
Dana@GeorgetownChamber.org



Leadership Georgetown Class Schedule

2018-19

Historically, the meetings are the 3rd Wednesday of each month

September _____ (there has been a cocktail hour/reunion for alums from 5:00 - 6:00)	Retreat (11:00 - 5:00)
October 17	Economic Development
November 14	Government (the 21st is the day before Thanksgiving)
December 19	Health Care
January 16	Education (Tentative)
February 20	Social Issues Public
March 20	Safety Strategic
April 17	Issues
May 15	Class Commitments
June 19	Graduation



PARTICIPANT PROFILE CONSENT FORM

Select from the following options

I hereby grant full permission to Leadership Georgetown and the Georgetown Chamber of Commerce to use my photo and profile information from the Leadership Georgetown application in any publication or advertising materials (printed or electronic). This consent also serves to waive all rights of privacy or compensation which I may have in connection with the use of my photograph or profile information.

Please do not use my photograph in any publication or advertising materials.

Please do not use my profile information from the Leadership Georgetown application in any publication or advertising materials.

NAME

BUSINESS/ORGANIZATION

ADDRESS

CITY

STATE

ZIP

SIGNATURE

DATE

LEADERSHIP GEORGETOWN

POLICY AND PROCEDURES

1. PROGRAM STATEMENT OF PURPOSE

Leadership Georgetown is a program which identifies and develops talented and committed citizens who aspire to provide leadership in Georgetown's business and community activities. Leadership Georgetown develops leaders by providing quality, relevant leadership skills training to match the dynamic needs of the community. It explains the essential roles of Georgetown's governmental, educational, economic, and cultural organizations and encourages participants to explore options for personal involvement and relationship building. It creates opportunities for participants to form effective relationships with current, past, and future leaders in the community. Finally, it facilitates the appointment of graduates to leadership roles within the Georgetown Chamber of Commerce and other community organizations.

2. GENERAL POLICY

The Leadership Georgetown Committee (the Committee) shall administer the Leadership Georgetown Program within policies and guidelines adopted by the Board of Directors of the Georgetown Chamber of Commerce (Chamber Board). The program will be available to applicants meeting the requirements established by the Committee. Qualified applicants who meet the requirements are selected on a "first come" basis with Chamber membership having priority. The Committee will present the recommended class for Chamber Board approval.

3. GOVERNING BODY

3.1 The Committee is a closed committee consisting of appointed members that are all graduates of the Leadership Georgetown program, a

Chairman (or Co-Chairs), who also serve(s) as the Leadership Georgetown Chairman; the Chamber's Business Manager is a non-voting Committee member.

- 3.2 The Chairman is recommended by the Chamber's Board Chair with the approval of the Chamber Board of Directors.
- 3.3 All Committee terms are 1 year and will expire on June 30th.
- 3.4 The Committee will meet , as needed, to (1) select class members, (2) coordinate sessions, (3) to review the program and its policies, and (4) may meet additionally as deemed necessary by the Committee Chairman.
- 3.5 The Committee members will serve as session coordinators throughout the curriculum year.

4. **APPLICANT QUALIFICATIONS**

- 4.1. Applicants must be at least 21 years of age as of August 1 of the program year in which the Applicant applies.
- 4.2. Must be a resident of Texas.
- 4.3. Must demonstrate high moral character and financial responsibility.
- 4.4. Must desire to participate in the program with enthusiasm and with the appropriate goal of growing as a leader and giving back to the community.
- 4.5. Must obtain the approval of the supervisor of the company where the applicant works. Participants who attend as an individual and do not represent a business do not require approval.
- 4.6. Must pay the required tuition upon notification of his/her acceptance. **The tuition must be paid in full before the opening retreat.** Failure to pay will result in the applicant being removed from the program. For good cause, the Chamber President may authorize an extension, if he/she is confident the applicant has the financial capability to pay.

5. **APPLICATION POLICY/PROCEDURES**

- 5.1 The Committee shall announce the enrollment period by (1) news release to the media and (2) on the Leadership Georgetown page of the Chamber website. The news release shall clearly set forth the dates that applications will be accepted and the deadline. The annual deadline will typically be announced and publicized by the Committee at least two months prior to the deadline.
- 5.2 Applicants for the Leadership Georgetown Program must apply in writing on the written application form. The forms will be available (1) at the Georgetown Chamber of Commerce Office at 1 Chamber Way, Georgetown, Texas, and (2) on-line at <http://www.georgetownchamber.org/>.
- 5.3 Applications must be completed in full, in order to be considered. Applications will not be accepted after the deadline unless the deadline is extended by the Chamber of Commerce.
- 5.4 Applicants should verify that they are available for all the scheduled Leadership Georgetown sessions and activities prior to applying.
- 5.5 If a conflict with the Leadership Georgetown calendar should arise after the application is submitted, applicant should immediately contact the Chamber.

6. **SELECTION PROCESS**

- 6.1 The Chamber Business Manager shall maintain a log to register the receipt of each application. The log will contain a registration number. Applications will be registered in sequence, to identify the date and time received to establish the exact order in which they are received.
- 6.2 The Committee will review the applications for completion and verify their qualifications for participation in the program.

- 6.3 The class will be capped at 30 qualified applicants. Chamber members will have priority over non-members.
- 6.4 Only three applicants shall be accepted from any one employer and its affiliates in a program year. Exceptions to additional applicants can be made by Committee Chair(s).
- 6.5 If there are less than 30 qualified applicants, a maximum of five participants from any one business and its affiliates may be accepted in a class.
- 6.6 A qualified applicant that is number 31 or higher will be carried forward to the next year's class and will be registered in sequential order prior to the numbering of any new applications. These applicants will be notified in writing of their status, and they will be contacted before the issuing of applications for the next program year to confirm his/her desire to participate. They will also be notified of any amendments affecting their status, additions to the application, or changes in programming, tuition, time involvement, or additional requirements for participation. The applicant must comply with any changes.
- 6.7 Spouses will not be allowed in the same year's class.
- 6.8 A recommendation of the proposed class will be made by the Committee and will go to the Chamber Board for approval.
- 6.9 Applicants selected and approved for the class, as well as applicants not selected, will be notified in writing.
- 6.10 The Chamber Board will have the final determination and approval of the Leadership Georgetown class. This includes the right to determine if an applicant qualifies or is not representative of the Leadership Georgetown program.

7. **PROGRAM POLICIES**

- 7.1 Participants are required to attend all class sessions. Only eight (8) hours of regular monthly sessions may be missed without penalty or make-up.

- Absences exceeding eight (8) hours must be made up in a manner established and approved by the LG Committee in order to graduate.
- 7.2 Attendance at the Opening Retreat is mandatory.
 - 7.3 Any participant whose absences exceed these allowances may be asked to withdraw from the program without any portion of the tuition being refunded. This will require Chamber Board approval.
 - 7.4 Participants are expected to attend monthly sessions in their entirety and perform the requirements per Leadership Georgetown policy and procedures in order to graduate.
 - 7.5 Participants must notify the Chairman if they will need to miss part of a day or will need to leave early.
 - 7.6 The Chamber Board has the final decision on a participant's graduation status.
 - 7.7 Participants are required to attend two of the following prior to May 1: A Williamson County Commissioners Court session; A Georgetown City Council meeting; A Georgetown ISD Board Meeting; A Police Ride-a-long with Georgetown PD (Coordinated with the LG Committee).
 - 7.8 Participants will be encouraged to attend other Chamber functions scheduled throughout the year. The Business Manager will provide information relative to upcoming functions.
 - 7.9 At the end of the Leadership year, participants will be strongly encouraged to volunteer to serve on a Chamber committee or participate with a Chamber project.
 - 7.10 Failure to meet the listed requirements may result in failure to graduate, at the discretion of the LG Committee and the Chamber Board.
 - 7.11 If a participant changes employment during the program year, he or she will be required to provide signed documentation by the new employer giving approval for the participant to be absent from work to complete the requirements of the Leadership Georgetown program year.

8. **MONTHLY INTERVIEWS**

Each month the Leadership Georgetown class will participate in interviews with additional individuals associated with the month's theme. This exercise will allow participants a chance to apply their team building and leadership skills while obtaining additional information. These interviews will take place outside the normal hours of the class and will be divided among small working groups from the class. At the following session, each group will present the information collected during their interviews to the class. Presentations should be limited to 5-10 minutes. Plan to allow approximately 1-2 hours to this assignment each month.

8. **AMENDMENTS**

The Committee reserves the right to amend these policies and procedures at any time with the approval of the Chamber Board.

(Revised 05.31.18)

Approved by LG Committee: __05-31-18_

Approved by Chamber Board: _06-25-18_