



Leadership Georgetown 2022-2023 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 preferred name: _____

EMPLOYMENT INFORMATION

Employer: _____

Position: _____

Address: _____

Phone: _____

Email: _____

PERSONAL DATA

Address: _____

Cell: _____ Phone: _____

Email: _____

PREFERENCE ON COMMUNICATION

Work E-mail: _____

Personal E-mail: _____

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 ten 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 1, 2022, at 5:00 p.m.

Return Application to:

Dana Sanders, Director of Operations
Georgetown Chamber of Commerce
1 Chamber Way Georgetown, TX 78627
Dana@GeorgetownChamber.org



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 Schedule

2022- 2023

Sessions begin at 8:30 AM and end at 4:30 PM

September 7	Alumni Reception (5 -7 PM)
September 22	Retreat (10 AM - 5 PM)
October 19	Social Services
November 16	Economic Development
December 14*	Health Care
January 18	Government
February 15	Education
March 8*	Public Safety
April 19	Strategic Issues
May 17	Class Commitments
June 7	Graduation

Exceptions:

* Moved up a week due to Spring Break

*Moved up a week due to Christmas

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.
- 3.2 The Chairman or (co-chairs) are recommended by the Chamber's Board Chair with the approval of the Chamber Board of Directors.
- 3.3 Prospective committee members can apply for openings of the committee by notifying the Chamber office or Committee Chair(s). Prospective members are approved at the next regular committee meeting.
- 3.4 All Committee terms are 1 year and will expire on June 30th.
- 3.5 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.
- 3.6 The Committee members will serve as session coordinators throughout the curriculum year.
- 3.7 Minutes shall be kept of all Leadership Georgetown meetings where action is taken. Minutes shall be taken by assigned staff personal, and all recommendations shall be in writing.

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, 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 Chamber staff 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 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 ten (10) hours of regular monthly sessions may be missed without penalty or make-up. Absences exceeding ten (10) hours must be made up in a manner established and approved by the LG Committee 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 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 will be encouraged to attend other Chamber functions scheduled throughout the year. Chamber staff will provide information relative to upcoming functions.
- 7.8 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.
- 7.9 Failure to meet the listed requirements may result in failure to graduate, at the discretion of the LG Committee and the Chamber Board.
- 7.10 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. **CLASS PROJECT**

8.1 Each class will determine a class project to be completed during the 8 months of the program (October through May.) All projects should be completed by graduation in June. The class project will be funded through fundraising by the class.

8.2 **Project Guidelines** - Each Leadership Georgetown Class will adopt at least one community project, and all class members must participate on the project. There will be time commitments outside of the regular class days.

Goal of Class Projects

- Impact the community – provide an opportunity for the class to make a difference
- Provide class participants a “hands-on chance” to address needed issues in Georgetown
- Provide link between future leaders and the Georgetown community
- Foster active participation with community agencies
- Match the skills and talents of the class with the needs of the community

9. **Outside Meeting Requirements**

Participants are required to attend two of the following prior to June 1:

- Williamson County Commissioners Court Session
- Georgetown City Council Meeting
- Georgetown ISD Board Meeting
- GPD “ride-a-long” (coordinated with the committee)

10. **AMENDMENTS**

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

(Revised 03.24.22)

(Revised 10.28.2019)

(Revised 04.29.19)

(Revised 05.31.18)