



APPLICATION PACKAGE For 2021

LEADING | EDGE

a project of the **the CHAMBER**
LUFKIN | ANGELINA COUNTY

THE MISSION:

Leading Edge is a fellowship, empowering early to mid-career professionals for lifelong community engagement and leadership through service on nonprofit boards.

What differentiates this group from others is its demonstrated commitment to mentorship. Each LE member is paired with an accomplished senior executive who can help them navigate the road ahead with valuable insight and experience.

Through these key tenets of knowledge and connections, the LE thrives on a desire to enrich the Lufkin community while simultaneously propelling their own careers. The program also includes a board governance leadership training segment within each session, facilitated by the Angelina College Center for Nonprofit Leadership, and culminates at the celebratory graduation.

Graduates will also obtain a certificate in Board Governance from Angelina College and the opportunity to be placed into a board bank.

THE PROGRAM:

Introduces leadership practices shared by successful community leaders.

Identifies personal leadership strengths & development opportunities.

Explores processes relevant to “how Lufkin works” (collaboration, advocacy, board governance).

Provides multiple opportunities to make connections with community leaders.

Provides a catalyst for non-profit board service via the Board Governance certification.

LEADERSHIP SKILLS AND COMPETENCIES

WHAT WILL BE TAUGHT DURING THE CLASS

- Basics of Bylaws
- Developing the Organizational Chart/Lines of Authority
Executive/Board Relationship
- Board Meeting Agenda and Supporting Documents
- Board/ED Position Descriptions
- Robert's Rules of Order
- Board Policy Manual
- Standard Financial Reports
- Legal Requirements for 501©3 Organizations
- Tools for Sustainability
- Succession Policy

Participants accept a five-month position from February through June on the board of a local non-profit organization. During that time, the participants are invited to attend and actively participate in all board meetings and board events. In addition, participants join and participate on at least one board committee and work on a board project. Both participant and organization are asked to supply feedback and information to the Leadership Lufkin staff regarding the board placement.

APPLICANT ELIGIBILITY:

- Must be 21 years or older.
- Must live or work fulltime in Angelina County.
- Must obtain approval from CEO or Senior Executive where applicant works.
- Must show the desire and enthusiasm to be involved in the community and become a leader.
- Must **complete in full** the application and consent forms and submit before the deadline.
- Must be able to pay the non-refundable \$500 tuition for the program prior to the January session.
- Must be available to attend all sessions, activities, required volunteering and extracurricular requirements listed in the packet.

APPLICATION PROCESS

- **Applications will be available on October 2nd with a submission deadline of 5:00 p.m. on December 4, 2020.**
- Applications will be available at www.Leadershiplufkin.com or at the Lufkin/Angelina County Chamber of Commerce at 1615 S. Chestnut.
- All applications must be turned in to the Chamber of Commerce by 5:00 p.m. on December 4, 2020. Applications will not be accepted after this time unless the deadline has been extended by the Chamber of Commerce.
- **Do not enclose the fee with the application. Fees will not be accepted until the class has been selected.**

SELECTION PROCESS

- **Class selection will be made from the first 20 qualified applicants with Chamber members receiving priority.**
- Applicants that are Chamber investors will have first right for class selection. Non-investor applicants will be selected from the balance of 20 qualified applications.
- Chamber of Commerce investors in the Chamber Chairman's Circle Membership Level will have first right of refusal in the class.
- Applications are logged in as they arrive so there is a record of the time and date for each application.
- Only **completed** applications will be considered.
- Chamber Director of Events & Engagement will review applications for completeness and qualification and make recommendations to the Chamber Board of Directors for approval of class selection.
- The Chamber Board will have the final determination and approval of the Leading Edge class. This includes the right to determine if an applicant qualifies or is not representative of the Leading Edge program.
- All applications will remain confidential and will be used only for the purpose of the Leadership Lufkin program.

NOTIFICATION PROCESS

- Applicants will be notified in writing of their acceptance into the program by **December 18, 2020.**
- Applications that were not within the first 20 qualified applications will be notified in writing, as well.
- Applications that were not within 20 will be retained and prioritized for next year's program.

The following application must be completed in full and returned to the Lufkin/
Angelina County Chamber of Commerce by 5:00 p.m. on December 4, 2020 before
application will be considered for the program.

**Please Note: Class selection will be made from the first 20 qualified applicants
with Chamber investors receiving priority.**

PERSONAL DATA

DATE: _____

COMPLETE NAME: _____

NICKNAME OR PREFERRED NAME: _____

DATE OF BIRTH: _____
HOME ADDRESS: _____ ZIP CODE: _____
HOME PHONE: _____ CELL PHONE: _____
PREFERRED EMAIL: _____

COMPANY: _____
BUSINESS MAILING ADDRESS: _____ ZIP CODE: _____
BUSINESS PHONE: _____ FAX #: _____

<u>POLO-STYLE SHIRT SIZE</u> : (These are men's and women's sizes— <u>not</u> unisex sizes)
(CIRCLE ONE) SMALL MEDIUM LARGE XL XXL XXXL

LENGTH OF RESIDENCE IN ANGELINA COUNTY: _____

HOW LONG DO YOU ANTICIPATE LIVING HERE? _____

IF MARRIED, SPOUSE'S NAME: _____

CHILDRENS' AGES: _____

HOBBIES: _____

EMPLOYMENT

Present Employer _____ Service Date _____

Type of Organization _____

Job Title _____ Since _____

Briefly describe the responsibilities of your employment: _____

COMMUNITY INVOLVEMENT

(Information gathered from questions A - C will assist with the operation of the Board Shadowing Program.)

A. What is your involvement in the community at this time?

Organization	Assignment/Position

B. How much time, if any, do you commit to volunteer work each month?

C. If you could serve on any nonprofit board in Angelina County, which one would you choose? List your top three (Participant board placement is based on availability, placement in top 3 choice is not guaranteed.)

D. In what kinds of volunteer activities would you like to become involved in the future?

E. Have you been through the Leadership Lufkin program? ___ Yes ___ No
 If you graduate? ___ What year? _____ - _____

F. Have you been through the Leadership Tomorrow program? ___ Yes ___ No
 If so, did you graduate? _____ What year? _____ - _____

EMPLOYER/SPONSOR COMMITMENT

EMPLOYER COMMITMENT

This application has the approval of this organization. The applicant has our full support which includes the time required away from work to participate in the program for the welcome reception, six classroom sessions, nonprofit board meetings, executive mentor meetings and graduation reception. Thank you for your generous cooperation on this!

Name/ Title: _____

Printed Name: _____

Company: _____

SPONSOR COMMITMENT

As the sponsor for this applicant, I agree to pay \$500 in **non-refundable** tuition costs for this applicant to participate in the program. Your participation makes this program possible!

Name/Title: _____

Printed Name: _____

Company Name: _____

Billing Address: _____

Email Address: _____

Please note: This fee is not refundable.

Note: If participant is self-sponsoring or paying for his/her own sponsor fee, please complete the **Sponsor Commitment** box above.

Applications will be due by December 4, 2020 at 5:00 p.m.

Selected applicants will be notified by December 18, 2020.

Participant Profile Consent Form

Select one of the following options

- I hereby grant full permission to Leading Edge to use my photo and profile information from the Leadership Lufkin 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 Leading Edge application in any publication or advertising materials.

Name

Business/Organization

Address

City

State

Zip

Signature

Date

Basic Requirements for Leading Edge

(Applicants, Please Keep This Page)

- ◆ **Attendance is required for all sessions.** Dates are tentative but should be finalized by the opening reception. After the year begins, dates will not change unless absolutely necessary and you will be given ample notice. Arriving on time at the designated locations for each session is required. Time will be docked for arriving late, leaving early, or leaving during a session.

 - ◆ **Absences – To graduate, you are only allowed to miss four (4) hours total during the Leading Edge year from the regular sessions.** Any tardiness or partial days will be included in this four (4) hour total.

 - ◆ **Mandatory – No absences are allowed from the following LE activities, which are outside of the regular sessions:**
 - ❖ Participants are required to accept a five-month position from February through June on the board of a local non-profit organization (selected by the Chamber). During that time, the participants are required to attend and actively participate in all board meetings and board events. In addition, participants join and participate on at least one board committee and work on a board project.

 - ❖ Participants are required to meet with a Chamber appointed Executive Mentor at least once a month from February through June. Signed documentation must be provided by the mentor to confirm attendance for each month's mentor session.
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COMMITMENT STATEMENT

(Please initial each item to acknowledge requirement and sign below.)

I agree to the following mandatory guidelines for Leading Edge. I understand that to graduate from Leading Edge, I must:

- _____ **Attend all sessions.**
- _____ **Accept five-month position from February through June on the board of a local non-profit organization (selected by the Chamber).**
- _____ **Meet with a Chamber appointed Executive Mentor at least once a month from February through June with signed documentation of the mentor session.**
- _____ **Agree to represent my community, my employer, and the Chamber in a professional manner at all times--in dress, speech and actions.**

I have cleared my calendar to participate in the Leading Edge program. I commit to attending the six classroom sessions, non-profit board meetings and executive mentor meetings. If applicable, I have my employer's support as indicated below and next page. If selected, I will devote the time and resources necessary to complete the program. Even though emergencies do arise, any participant missing more than four hours, for whatever reason, may be asked to withdraw from the program.

Applicant Signature **Date**

Employer Signature **Date**

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2021 SCHEDULE

Presenting Sponsor:

(This schedule is tentative but should not change unless there is a major conflict.)

<u>Sessions</u>	<u>Dates</u>
Welcome Reception	January 5, 2021 5:30 PM Location: TBD
Philosophy of Why Boards Matter	January 12, 2021 8:00am – 12:00pm Chamber Community Room
Philosophy of Human Capital	February 2, 2021 8:00am – 12:00pm Chamber Community Room
Philosophy of Human Capital	March 2, 2021 8:00am – 12:00pm Chamber Community Room
Importance of Effective Meetings	April 6, 2021 8:00am – 12:00pm Chamber Community Room
Importance of Effective Meetings	May 4, 2021 8:00am – 12:00pm Chamber Community Room
Essential Tools for Healthy Boards	June 1, 2021 8:00am – 12:00pm Chamber Community Room
Leading Edge Graduation Reception	June 3, 2021 6:30pm Location: TBD

Applications will be due by December 4, 2020 at 5:00 p.m.

Selected applicants will be notified by December 18, 2020.

RETURN APPLICATION TO:

**Tara Hendrix, Director of Events & Engagement
Lufkin/Angelina County Chamber of Commerce
1615 S. Chestnut
Lufkin, TX 75901**

(936) 634-6644 • THendrix@LufkinTexas.org

Please Note: The class will consist of the first 20 qualified applicants with Chamber investors receiving priority.